

## **Job Description for TEA Comptroller**

Comptroller is responsible for overseeing the Association's financial and accounting procedures and assisting management in the preparation of the organization's annual budget and annual audit. The comptroller monitors all finance, purchasing, and business operations of the Association. The position is confidential in status.

Specific duties include the responsibility to:

1. Provide status of financial condition by collecting, interpreting, and reporting financial data and trends.
2. Create, streamline and update policies that make TEA Business operations and accounting more efficient.
3. Manage the investment of all funds and bank relations including the maintenance of an adequate cash flow
4. Coordinate the annual audit and ensure that all financial reports and payroll are filed in compliance with federal, state and local legal requirements.
5. Maintain physical property records to ensure personal property tax records are filed annually.
6. Prepare monthly financial statements, quarterly investment reports and requested financial reports for the TEA Board of Directors.
7. Assist with the administration of defined benefit pension and 401(k) programs.
8. Monitor various grants received regarding revenues and expenses.
9. Prepare and maintain accounts of all contractors and suppliers, seeking lowest price consistent with quality.
10. Reconcile all accounts receivable and payable, and prepare journal summaries while enforcing internal controls.
11. Protect operations by auditing documents and keeping financial information confidential.
12. Oversee and secure the process of verifying all credit card transactions.
13. Supervise the process for timely and accurate collection of Association dues.
14. Supervise the reimbursement for all staff and governance vouchers in accordance with staff union contracts and Association policy.
15. Manage all lease arrangements for office or parking space.
16. Secure necessary mailing permits and supervise the mailing activities.
17. Maintain a database on each staff member's sick leave, vacation days and staff car reports.
18. Coordinate the filing and collection of forms, reports, and information required by appropriate segments of government and the National Education Association.
19. Monitor and ensure compliance regarding federal and state workplace employment laws.
20. Supervise and coordinate the preparation of a comprehensive budget by program area to be presented to the Budget Committee.
21. Provide assistance to the TEA Bargaining Team during contract negotiations with staff unions.
22. Attend meetings of the Board of Directors, management and staff to enhance business/financial operations as required.
23. Perform such other reasonable duties as may be assigned by the Executive Director or his/her designee.