



A Union of Professionals

PROFESSIONAL STAFF VACANCY

**TO: IFT Local & Council Presidents
Executive Board Members
External Candidates**

**FROM: Dan Montgomery, President
Illinois Federation of Teachers**

DATE: August 26, 2024

**POSTING: ACCOUNTING DIRECTOR - REGION AND OFFICE ASSIGNMENT –
NORTHERN REGION**

As per the Illinois Federation of Teachers By-Laws Article V, I hereby post a full-time professional staff vacancy for Accounting Director initially assigned to the Westmont office, **effective on or after October 14, 2024**. Job qualifications and duties for this position are listed in the attachments. Those interested in applying for the above listed position should understand that:

- (1) application is made by sending a letter and current resume to the attention of Barb Latta at the address above or by e-mail to blatta@ift-aft.org, no later than **Thursday, September 5, 2024**;
- (2) the IFT does not pay the cost of any expense incurred in the interview process, or any expense incurred in relocation when employment requires a change in residency;
- (3) interviewees will be selected from the application letters with current resumes received by the deadline;
- (4) **initial** interviews will be conducted in the IFT Westmont Office or via Zoom;
- (5) employment will begin as per mutual agreement between the successful applicant and the IFT;
- (6) salary and benefits as per experience and the contract between the IFT and IOU/CNG;
- (7) Illinois Federation of Teachers is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state or local law.

Questions regarding the vacant position should be directed to Maureen Shanahan, Director of Internal Operations, at the Westmont Office by telephone at 630/664-2260 or by e-mail to MShanahan@ift-aft.org.

Attachments: MAIN FUNCTIONS & JOB QUALIFICATIONS

Illinois Federation of Teachers

Accounting Director

Main Functions

1. Follow the directives of the administrative staff.
2. Report directly to the Director of Internal Operations.
3. Facilitate the completion of monthly and/or quarterly financial statements for all IFT organizational entities.
4. Audit departmental accounting data and identify and correct errors.
5. Identify and compute accrual adjustments.
6. Apply accounting principles to transactions and recommend revisions in departmental accounting procedures to ensure conformance with applicable statutes, laws, and General Accepted Accounting Principles.
7. Coordinate department role in yearly audit by external auditors. Work closely with external auditors during entire audit to meet their needs and answer any questions they might have regarding the financial statements. Complete auditor's questionnaires, work paper requirements and variance analysis.
8. Under the direction of the Director of Internal Operations, respond to questions and suggest improvements to the recording of transactions and internal accounting processes by support staff in the areas of Accounts Payable, Accounts Receivable and Per Capita Tax Processing.
9. File or cause to be filed reports necessary to comply with State law and Federal regulations.
10. Maintain the fixed asset inventory system by supervising the recording of all items in the inventory, maintaining pertinent records and ensuring adequate treatment of fixed asset acquisitions and retirements.
11. Assist the Director of Internal Operations with the development of training programs for local officers in the areas of accounting, audits and all aspects of the financial operations of the union.
12. Work with affiliated local treasurers and presidents on financially related matters for their locals and councils.
13. Perform such other duties as required under the direction of administrative staff.

Illinois Federation of Teachers

Accounting Director

Job Qualifications

1. Applicant must have at least 5 years of accounting/audit experience with labor organizations; CPA preferred.
2. Applicant must have experience in preparation of all forms required by federal regulations including IRS Form 990, IRS Form 1024 and DOL Form LM-2.
3. Applicant must be familiar with payroll processing and preparation of quarterly payroll tax returns.
4. Applicant must have thorough knowledge of generally accepted accounting principles and have the ability to apply new standards to IFT financial records.
5. Applicant must demonstrate a strong understanding of and commitment to racial and social justice and will advocate for these in the execution of the Main Functions.
6. Applicant must possess pleasant interpersonal skills.
7. Applicant must possess strong management and organizational skills.
8. Applicant must be able to construct and administer financial management systems.
9. Applicant must possess strong communication skills.
10. Applicant must have strong computer skills.
11. Applicant must demonstrate ability to work with all segments of the labor organization.
12. Applicant must demonstrate ability to respect and maintain confidentiality.
13. Applicant must be familiar with strategic planning and possess the ability to engage others in the planning process.
14. Weekend and evening work is required.
15. Statewide travel is required.