

FINANCE MANAGER

State Employees' Association of NH, Inc., SEIU Local 1984, the largest union in New Hampshire, is looking for candidates who are outgoing, self-directed, organized, intellectually curious, and driven to succeed to fill the Finance Manager position.

About Us:

State Employees' Association of NH, Inc., SEIU Local 1984, represents over 10,000 public and private sector workers in New Hampshire, all committed to defending and improving the varied and critical services we provide for our state's citizens. We work to build a stronger voice for our members.

Job Description:

Administers all financial management operations, including the implementation and evaluation of financial management, and budgetary planning and analysis programs. Performs professional duties in the administration of a variety of financial programs, including purchasing and inventory activities, and workers' compensation and benefits administration. Performs other duties as assigned by the Chief Operating Officer.

Supervision:

Works under the general supervision of the Chief Operating Officer.

Supervision Exercised:

Directly supervises and evaluates the work product and activities of the finance department staff. Also, exercises some shared supervision of other administrative staff. All supervision is to be done in accordance with Association policies and procedures.

Example of Duties:

Supervises the preparation of management reports regarding all aspects of the Association's budget administration and financial procedures.

Supervises financial transactions relative to personnel promotion, retirement, social security, insurance, and other employment matters.

Assists the Chief Operating Officer with the general maintenance and upkeep of the office facilities and equipment, including purchasing of supplies, monitoring of service contracts, and scheduling routine yearly maintenance.

Attend meetings as required by the President or Chief Operating Officer.

Desired Minimum Qualifications:

Education: Bachelor's Degree from a recognized college or university with major study preferably in accounting, financial management, economics, or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in professional personnel work at an administrative,

supervisory or technical level with experience in two or more of the following: personnel administration, labor relations, training, payroll, and purchasing and inventory control. Each additional year of approved work experience may be substituted for one year of required formal education.

Salary and Benefits: \$67,392, negotiable based on experience. Excellent benefit package.

To Apply:

Please e-mail your cover letter and detailed resume, stating your interest and qualifications to baborn@seiu1984.org. Please put in the Subject Line: **Finance Manager Position** in your e-mail.

Deadline: April 1, 2020

This employee must be deemed worthy of bond or insurance coverage.