



*The New Brunswick Teachers' Association
invites applications for a
STAFF OFFICER – FINANCE*



The New Brunswick Teachers' Association is a professional organization of approx. 6,500 teachers. The Association offers support and service in the areas of professional stewardship and responsibility, economic services, professional learning, and advocacy. The Association maintains a central office in Fredericton.

Responsibilities: Staff Officers provide advice, assistance, and support to individual teachers, school staffs and local branches; represent the teaching profession in numerous forums; and participate in policy and program development. The **Staff Officer – Finance** is also responsible for all aspects of finances for NBTA, including the development of, and adherence to, the NBTA budget; all financial communications; and daily oversight of the NBTA Bookkeeper. The successful candidate must have experience in financial operations, be able to demonstrate a commitment to excellence and professionalism, and be motivated to meet the needs of teachers and students. This staff officer may also be assigned responsibility for a variety of tasks related to teacher issues, including ethics, curriculum, pension, professional learning, and other duties as assigned. These highly challenging positions with the Association carry much responsibility within the education community, and require substantial travel, time beyond normal working hours, often on evenings and weekends.

Qualifications: The successful candidate will meet many of the following criteria:

- possess a Bachelor of Education degree, teaching experience, and have a demonstrable record of leadership, team work, and lifelong learning;
- be knowledgeable about practices and procedures with basic accounting and an understanding of the financial responsibilities required of a non-profit organization;
- possess the energy and resourcefulness to meet the demands of the position with a minimum of supervision and direction;
- demonstrate excellence in communication, building relationships, problem-solving and dealing directly with sensitive situations;
- possess superior oral, written, and presentation skills and the ability to work collaboratively to meet deadlines; and
- have an understanding of the educational and professional issues facing teachers in New Brunswick and Canada.

**THIS IS A PERMANENT, FULL-TIME POSITION BASED IN FREDERICTON
Duties will commence on March 4, 2019, or earlier, if possible.**

Salary

Negotiable within the NBTA Administrative Staff Agreement, available on the NBTA Members' Only website or on request.

Benefits

Annual Vacation of five (5) weeks, plus Pension, Sick Leave, Group Insurance, and other benefits.

Applications

Will be received up to and including *Friday, December 7, 2018, at 4:00 pm.*

Please include a letter of application, complete resumé of professional qualifications and experience, transcripts, and the name and contact information (email & phone) of at least three references, at least one of whom must have supervised the applicant within the three-year period immediately prior to the application.

PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES WHO ARE NBTA MEMBERS.

Applications (marked "confidential") must be submitted electronically to:

**Larry Jamieson, Executive Director (larry.jamieson@nbta.ca)
New Brunswick Teachers' Association,
650 Montgomery Street, P.O. Box 752,
Fredericton, NB E3B 5R6**