

**WEAC
VACANCY POSTING**

January 12, 2026

Position Title: WEAC Director of Finance & Operations

Bargaining Unit: None – Management level position

Reports to: WEAC Executive Director

Job description: The Director of Finance & Operations serves as the Wisconsin Education Association Council's (WEAC) Chief Financial Officer, functioning as the principal financial advisor and steward of the organization's resources. The Director of Finance & Operations provides strategic financial leadership, oversees all accounting and finance functions, and ensures the integrity, compliance, and sustainability of WEAC's financial operations. The position also oversees information technology and membership processing.

Supervisory Responsibilities

- Manage and develop the accounting, finance, membership and IT staff.
- Foster a team culture that values diversity, equity, inclusion, and belonging.

Key Duties and Responsibilities

- Provide expert financial guidance to the WEAC Executive Director, Officers, Board of Directors and Budget Committee.
- Serve as a member of the executive management team, contributing to organizational strategy and leadership.
- Oversee accounting operations, budget development and execution, dues accounting, political action committee accounting, and other business functions, ensuring accuracy and compliance.
- Develop, implement, and monitor financial policies and procedures to protect organizational assets and ensure regulatory compliance.
- Prepare and present short- and long-term financial forecasts, budget vs. actual reports, and other analyses to guide decision-making.
- Coordinate annual audits and tax filings for WEAC, its political action committees, pension plans, and associated entities.
- Maintain relationships with financial institutions, auditors, actuaries, consultants, vendors, IRS, and other relevant parties.
- Advise and support UniServ offices and local affiliates on financial management and administrative operations; conduct financial reviews as requested.
- Ensure adequate insurance coverage for WEAC assets and manage relationships with insurance providers.
- Administer pension and retirement plans, including participant communications, compliance filings, and monitoring of 401K plan activities.
- Recommend and implement process and system improvements for financial operations.
- Design and maintain internal controls to safeguard assets and ensure compliance with laws and regulations.
- Support collective bargaining negotiations by analyzing financial impacts of proposals.
- Maintain records, filings, and tax compliance for affiliated funds.
- Coordinate with legal counsel on pension, tax, and other financial matters affecting the organization.
- Ensure annual registration with the appropriate state agencies for all appropriate entities.
- Embed equity considerations into financial planning, ensuring transparency and accountability in the use of resources.
- Oversee the WEAC facilities (buildings and grounds), including managing the relationship with the property management vendor and developing a budget and master plan for maintenance.
- Manage the membership and dues processing programs.
- Manage the information technology program.

Required Skills and Abilities

- Exceptional organizational, analytical, and problem-solving skills.
- Strong oral and written communication, with the ability to present complex financial information to diverse audiences.

- Advanced proficiency in Microsoft Office Suite (Excel required) and accounting software; experience with Acumatica and/or Paylocity preferred.
- Excellent interpersonal skills with the ability to coach and mentor staff.
- Proven ability to work collaboratively with a Board of Directors, executives, staff, and external stakeholders.
- Demonstrated commitment to diversity, equity, and inclusion in organizational leadership and financial decision-making.
- Ability to promote and adhere to the WEAC Policies adopted by the WEAC Board of Directors and Representative Assembly.
- Commitment to union values and public education as an institution.
- Willingness to maintain and enhance where necessary, professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies.
- Understanding of and enthusiasm for WEAC's mission and values.

Education and Experience

- Bachelor's degree in accounting or equivalent required; CPA strongly preferred.
- Minimum 5 years of progressive financial management experience, preferably in a non-profit environment.
- At least 5 years of experience preparing organizational financial statements.
- Demonstrated expertise in accounting, budgeting, financial management, and related operations.
- Experience managing a unionized workforce is a plus.
- Experience applying an equity lens to resource allocation, compliance, or organizational planning preferred.

Other Requirements

- Occasional travel and evening/weekend work.
- Valid driver's license required.

Salary and Fringe Benefits

Salary is commensurate with experience and qualifications. The position also includes a rich fringe benefits package including, but not limited to health, dental, life, vision, and long-term disability insurance. Liberal retirement package, business ground transportation package, sick, vacation and personal leave, and training funds.

Location of Employment

WEAC Headquarters, Madison, WI. Optional hybrid work schedule following completion of training.

Applications

Please submit a letter of interest detailing your experience in the areas of responsibility outlined above. Include at least two letters of reference from employers or colleagues who are familiar with your work and the names of three other references. This position will remain open until filled; applicants will be reviewed on a rolling basis. Submit this material and a copy of your resume to:

Jill Hein
 Human Resources Director
 Wisconsin Education Association Council
 33 Nob Hill Drive
 P.O. Box 8003
 Madison, WI 53708-8003
 (Reference: Director of Finance & Operations)
 e-mail application: HeinJ@weac.org

The Wisconsin Education Association Council is committed to building a diverse team that reflects our membership and the communities we serve. We strongly encourage applications from people of color, women, LGBTQIA+ individuals, people with disabilities, and those from underrepresented backgrounds.