



IOWA SOCIETY OF CPAs

<b>Title:</b>	Chief Executive Officer	<b>Job Status:</b>	Full Time
<b>Reports To:</b>	Board of Directors	<b>FLSA Classification:</b>	Non-Exempt
		<b>Revised Date:</b>	April 5, 2022

### Company Conformance Statements

In the performance of their respective tasks and duties, all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

### JOB DESCRIPTION

#### Summary

Responsible for the Society's leadership, management activities, and strategic initiatives in response to the diverse and changing needs of the members. Collaborates with the board of directors to determine Society's strategic direction, policies, goals, and organizational design. Creates a service-minded and responsive organization focused on delivering value to the members. The CEO ensures the future viability of the Society as a whole and is ultimately responsible for all areas of the nonprofit. Supervises and advises the ISCPA management team. Acts as a key strategist for the ISCPA Chair and board of directors and implements immediate and long-range strategies.

#### Essential Functions

- Develop and implement strategic recommendations that are consistent with the organization's mission.
- Develop and operate budget and projections in collaboration with the ISCPA management team.
- Identify internal and external relationships that need to be developed and maintained to ensure a healthy, thriving organization; determine how to create and maintain these relationships; identify who should be involved; monitor the results.
- Advocate for the profession, working with legislative counsel and key stakeholders.
- Recommend legislation considered helpful to the members and work cooperatively with the ISCPA contract lobbyist, including meeting with policymakers. Represent the ISCPA to other associations, including AICPA, NASBA, CPA/SEA, Iowa Accountancy Examining Board, and other related organizations.

## **Competencies**

- Social intelligence (the capacity to understand different social situations and dynamics and operate effectively in each situation)
- Emotional intelligence (the ability to understand people's emotions and emotional situations which allows one to better connect with others)
- Inclusive (sets the tone for a respectful, welcoming work environment, equal treatment for all)

## **Qualifications**

- Baccalaureate degree or equivalent professional experience.
- A track record of success (7 to 10 years) as a key executive.
- Competency in group process, strategic planning, government affairs, and association management theory.
- Strong leadership skills, particularly in motivation, innovation, and diplomacy.
- Able to be both decisive and collaborative in decision making.
- High level of organizational and planning skills.
- Able to think critically in dealing with complex issues.
- High level of interpersonal skills and ability to communicate effectively at all levels.
- A general comprehension of emerging trends in technology.
- Computer aptitude and proficiency in office applications.
- Overall comprehension and appreciation of Society's services, member groups, and public relations.

## **Preferences**

- CPA or CAE designation preferred

## **Work Environment**

This job operates in a professional office environment. Therefore, this role routinely uses standard office equipment such as laptops, photocopiers, and phones.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

## **AAP/EEO Statement**

ISCPA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ISCPA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.