



Arizona Society of CPAs (ASCPA)
President & CEO
Phoenix, Arizona
www.ascpa.com

RECRUITMENT REDEFINED.

Company Description:

The Arizona Society of Certified Public Accountants (ASCPA) is essential to all CPAs in Arizona. As the leading organization for CPAs in Arizona, the Arizona Society of CPAs (ASCPA) creates opportunities for members to maximize their potential through advocacy, connections, and education. As an advocate, we build relationships and promote the interests of CPAs with governments, regulatory agencies, and other organizations. We provide connections for members within the CPA community in Arizona and continuing education to assist our members in their growth and understanding of complex changes in the profession.

The ASCPA is an active professional organization with approximately 5,000 CPA members. We promote the CPA profession as an attractive career choice. Our office of 11 employees is located in Phoenix near the airport and easily accessible by freeway.

Position Description:

The President & CEO will lead and contribute to the strategic planning activities of the board of directors. Implement the strategic plan by creating programs, establishing budgets, and priorities. Recruit members and volunteers. Lead staff, volunteers, and external parties to support the mission and achieve the vision.

Responsibilities:

- Be the Face of the Brand and build on the well-respected reputation of the Society through strong member and community relationships
- Advocate by promoting the interests of CPAs with governments, regulatory agencies, and other organizations
- Enhance the image of the ASCPA and the profession with members, the public, and the business, educational and governmental communities. This includes speaking on behalf of the ASCPA on routine matters without board of director approval
- Act as a change agent to drive the growth of the Society and build infrastructure to accommodate growth
- Move the organization to the next level of purpose for its members and the community
- Identify new methods to grow membership and revenue by modernizing offerings, creating new revenue streams to replace legacy and declining streams
- Carry out the policies and strategic directives of the executive committee and board of directors by utilizing the strategic plan, establishing goals for the organization and team, and follow up accordingly
- Keep the executive committee, board of directors, staff, members, and others informed of current issues, trends, and events affecting the ASCPA, the profession, and members. Take appropriate action as required and ensure compliance with the bylaws
- Manage operations, metrics, and work with outsourced vendors
- Build consensus, manage and motivate a dynamic team. Delegate responsibilities accordingly
- Oversee the preparation of financial statements, budgets, and annual audit
- Initiate and assure continued progress with technology

Requirements:

- Must have a Bachelor's degree
- Must have five years of management experience
- Must possess excellent written and oral communication, organization and problem-solving skills
- CPA or CAE certification preferred
- Prior experience in a professional membership organization preferred
- Successful candidate must have proven results in initiating and executing strategic initiatives developed by candidate and/or by the board of directors
- A solid history of change management preferred as well
- Interacts well with internal and external customers and handles multiple tasks
- Able to travel up to 15-20% as required

PHYSICAL REQUIREMENTS

Must be able to work a 40-hour week, plus overtime and/or irregular hours as required to complete assignments. May stand or sit for extended periods of time. Must transport oneself to and from other areas of the facility and travel to other locations when necessary. Must be able to pull, push, lift, and carry various objects. Must be able to perform these functions with or without reasonable accommodation.

ENVIRONMENTAL REQUIREMENTS

The office environment consists of separate offices, conference room, learning center, and modular office space. This location includes adequate lighting, heating/cooling, equipment, and furniture in good working condition. Due to the nature of the professional association and its constant push for change to stay at the forefront of the profession, this setting will require flexibility in thinking and acceptance of change. This association has thousands of highly professional members who will view the association in many ways. Because of this fact, the attire must be professional, and work is to be done constructively and cheerfully.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other different tasks be performed when circumstances change.

Compensation

Competitive compensation and benefits offered. Medical (minimal employee contribution), dental, short and long-term disability, life insurance, 401(k) match at 4%, flexible work schedule.

Why consider the opportunity?

- Highly respected advocate association striving to promote the interests of CPAs with governments, regulatory agencies, and other organizations
- Stable organization with flexible work hours, telecommuting available
- Engaged Strategic Board which encourages the President & CEO to modernize offerings, creating new revenue streams to replace legacy and declining streams, and move the organization to the next level of purpose for its members and the community

For more information, please contact:

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