



Executive Search



President and Chief Executive Officer

The Opportunity

The Tennessee Society of Certified Public Accountants (TSCPA), headquartered outside Nashville in Brentwood, TN, is conducting a search for its President and Chief Executive Officer (CEO). TSCPA is the premier representative of the CPA profession in Tennessee, currently serving approximately 10,000 members. Its mission is to enhance the success of members through service, support, and advocacy. The President and CEO is the chief staff executive of the Society and is expected to be a major representative, always working publicly and privately for the best interest of the Society and the accountancy profession. The President and CEO reports to the TSCPA Board of Directors and is responsible for leading and implementing strategic planning activities of the Board.

About TSCPA

TSCPA is a nonprofit membership association with eight chapters across Tennessee. It operates a 501(c)(3) nonprofit corporation, the Educational & Memorial Foundation of TSCPA. Together, they have an annual budget of approximately \$5 million and a staff of 16. The President and CEO will also oversee the Tennessee CPA Political Action Committee, an independent organization managed by TSCPA. TSCPA owns its headquarters building, a 15,000-sq. ft. facility that includes a meeting center and offices for its staff.

Critical Competencies for Success

The major responsibilities of the President and CEO include:

Policy Development, Implementation, and Enhancement

- Continually analyzes and monitors the TSCPA mission and objectives in relationship to changing environmental factors
- Recommends policies, procedures, and actions to ensure organizational alignment with the mission, vision, values, and ongoing effectiveness of the organization
- Implements the policies and strategic directives of the Council and Board of Directors

Member Relations

- Responsible for the ongoing review, development, and distribution of member products and services and the recruitment and retention of members
- Oversees the continuing education program, peer review program, and professional ethics program to ensure member needs are met and professional standards are maintained
- Provides the necessary staff support to committees and their chairs to enable them to operate effectively

Board and Council Relations

- Attends all Board of Directors and Council meetings
- Informs the Board of all activities, operations, and conditions relating to the TSCPA and staff
- Responsible either directly or indirectly for the implementation of all Board of Directors decisions
- Recommends agenda items that require Board consideration
- Performs the duties of Secretary and Treasurer, which have been delegated by TSCPA's Council

Advocacy and Professional Relationships

- Plans, coordinates, and conducts a legislative program that supports legislation favorable to the CPA profession and prevents the enactment of undesirable legislation
- Acts as legislative liaison with the Tennessee General Assembly and registers as a lobbyist for TSCPA
- Maintains effective relationships with other organizations, including various state agencies and departments, the Tennessee State Board of Accountancy, other state CPA societies, and the American Institute of CPAs, to achieve mutually beneficial results whenever possible

Communications and Public Relations

- Responsible for development and oversight of programs and policies that promote public awareness and confidence in the attributes and skills of TSCPA members
- Oversees comprehensive communications plan that incorporates various types of media to help keep members informed and current on TSCPA activities, legislative and regulatory matters, and local and national issues impacting the CPA profession

Fiscal Management

- Oversees the management of Society finances and the preparation of an annual budget
- Responsible for adherence to the budget as approved by Council and/or amended by the Board of Directors
- Safeguards and protects all TSCPA funds, assets, and other property

Staff Management/Oversight

- Establishes office policies and procedures in cooperation with the Personnel Committee
- Recruits, hires, trains, and motivates staff personnel
- Reviews and determines the need for modification to staff organizational structure
- Work with third parties to develop and maintain a comprehensive employee benefit portfolio
- Defines and establishes performance standards and conducts staff performance reviews

Professional Qualifications and Personal Qualities

- A CPA is not required, but a CPA or CAE certificate is preferred.
- A solid history of management experience is preferred.
- Excellent written and oral communication, organization, and problem-solving skills needed to lead staff, volunteers, and external parties to support the mission and achieve the vision.
- Ability to travel 15-20%. Includes in-state travel to member meetings and out-of-state travel ranging from 20 to 50 days per year (depending on involvement in AICPA).
- Must be able to work 40+ hours per week and/or irregular hours as required to complete assignments.

Compensation

A competitive compensation package will be offered to attract an outstanding candidate. TSCPA benefits include medical, dental, vision, life, short/long term disability, PTO, and a 401(k) with current employer contribution at 9%.

To Apply

To apply, please send a cover letter and current résumé (Microsoft Word® format preferred) to TSCPA@smartinsearch.com. The cover letter should outline how your experience fits the requirements of the position as this will be an important factor in considering your candidacy.

TSCPA is an equal opportunity / affirmative action employer committed to inclusion and cultural diversity in the workplace. Employment selection and related decisions are made without regard to sex, race, color, age, disability, religion, national origin, sexual preference, genetic information, or any other protected class.

Additional Information

For more information, contact:

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