



POSITION DESCRIPTION: ACCOUNTANT/OFFICE MANAGER

Position Summary

The primary focus of this position is to support the Business, Finance & Human Resource functions of the Arkansas Early Childhood Association. The role involves ensuring financial transactions are efficiently processed and financial records are accurately maintained so that financial reporting supports management of AECA operations and governance requirements, supports the office of the T.E.A.C.H. Early Childhood ARKANSAS staff and assists staff with administrative matters. Previous financial administrative experience is required, including knowledge of accounts payable and receivable, payroll administration, human resources and database management.

The position also supports all business operations (general association and T.E.A.C.H.) including coordination of office supplies, maintenance of office equipment and processing of mail and banking once reviewed by T.E.A.C.H. and Association management. The role suits a candidate who is extremely well organized and systematic in their approach, adept in multitasking, is quick to learn and able to process data efficiently and accurately and is committed to operating in a virtual team environment.

The position will report to the T.E.A.C.H. State Manager and AECA Board President.

Duties

Finance and Accounting

- Process all financial transactions including accounts receivable and payable transactions, including payments to T.E.A.C.H. scholarship recipients, sponsors and education institutions
- Process and record donations and produce receipts
- Submit payroll to processor twice each month and maintain payroll records
- Complete monthly bank reconciliations for all bank accounts in a timely manner and/or support the reconciliation of accounts by an outside agency
- Complete the timely preparation of monthly financial reports and annual financial statements
- Monitor accounts receivable and assist in debt collection as required
- Assist with the compilation of information to support requests from grantors and/or funders
- General banking duties including regularly depositing checks in person or electronically
- Assist staff with adherence to policies, procedures and internal controls
- Assist the Business, Finance & HR Manager with external audit requirements
- Maintain all business records as required by federal and state requirements
- Support and gather documentation as needed for annual audits

Office Administration

- Receive mail from Association management and process as needed
- Ensure office equipment is serviced and maintained
- Maintain office procedure manual and assist in maintaining T.E.A.C.H. procedure manuals
- Advise staff and Executive Board on human resource matters and requirements
- Assist in hiring procedures and resolving human resource issues
- Coordinate purchases of needed supplies
- Maintain and secure staff records
- Assist members and public with membership questions
- Process memberships in database

Data Entry

- Assist T.E.A.C.H. staff with data entry in database
- Assist with scanning and uploading of documents to T.E.A.C.H. database

Board/Governance

- Support the Association staff with coordination of Board and Committee meetings, reporting and set up for Board meetings
- Maintain Board records, including agenda, minutes and supporting documentation
- Assist with annual conference planning and coordination as needed
- Assist with Board requests and special projects as needed

Requirements

Education

- Bachelor's Degree in Accounting, Finance or Business Administration

Previous Experience

- Previous experience in office administration and financial management required
- Previous experience in a non-profit environment preferable

Knowledge, Skills and Abilities

- Relevant demonstrated experience in finance and administration including accounts payable, receivable, reporting, payroll and human resources
- Well-developed communication and interpersonal skills to support liaison with staff, Board member, members, key stakeholders, state policymakers, partners and the general public
- Excellent organizational skills, flexibility and ability to work well in a team but in a remote/virtual environment
- Ability to set priorities and consistently meet deadlines
- Sound knowledge of management information systems, IT and network administration
- Current driver's license and transportation
- Pro-active, self-motivated and outcome focused approach
- Commitment to high quality customer service principles

The successful applicant will be subject to a probationary period, drug screening, criminal background checks and annual performance evaluations. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday with some after-hours work (advance notice will be given). Applicant is eligible for paid holidays (usually coinciding with the state government calendar) and insurance premium reimbursement.

Applications Due By: May 7, 2021

Start Date: Flexible

Send resume to Gregg Cooper at gcooper@nea.12.ar.us.

AECA is an Equal Opportunity Employer.