



**Title:** Accounting Operations Specialist

**FTE:** Part time, 30 hours/week (may require more hours during busy times)

**Reports to:** Managing Partner

The financial manager reports directly to the managing partner and is responsible for performing all bookkeeping and accounting activities for multiple organizations including:

1. All bookkeeping and accounting for parent company and association management clients such as:
  - Invoicing
  - Accounts receivable
  - Accounts payable
  - Payroll
  - Credit card processing
  - Bank Reconciliation
  - Dues Processing
2. Preparation of monthly financial statements for parent company and association management clients. This includes communication and correspondence with client treasurers along with attention to and reporting of the budget.
3. Preparing annual budgets in collaboration with executives and client finance committees/treasurers.
4. Periodic account analysis and report preparation on parent company and association management activities such as:
  - Political Action Committee maintenance and reporting
  - Endowment funds maintenance
  - Scholarship funds maintenance
5. Coordinating annual accountant reviews/audits with outside accounting firm for the parent company and association management clients. This also includes information collection and tax forms
6. Processing year end state and federal tax reports including W2 and 1099.
7. E-commerce relationships and processing (including PayPal, Square, and Stripe).
8. Grant management and some fundraising.
9. Other duties as assigned.

**Key Performance Indicators:**

- Professionalism, positive attitude, initiative
- Accuracy of reports and monthly/quarterly/annual financials
- Communicate monthly to executive and treasurer in a timely manner
- Follow directions, complete all financial tasks that are assigned without delegation
- Create and follow process documents and protocols of Premier Choice Association Management or vendors; meet/exceed deadlines
- Produce highest quality, error free results/products
- Utilize the full functionality of financial tools and products
- Work effectively and collaboratively as a team contributor on all assignments
- Meet with manager or designee on a regular basis

**Competencies:**

- Approachability, composure, and humor
- Communication; display strong written, verbal, listening, and informing skills
- Diplomacy, cooperation, flexibility, integrity, and trust
- Organizing; gather and orchestrate resources effectively and efficiently to achieve results
- Problem solving, tact, professionalism, common sense, research, self-awareness, planning, priority setting, time management, perseverance, multi-tasking, self-assessment, motivation, learning agility, self-direction, accountability, able to follow direction, and critical thinking
- Quality; demonstrate extreme accuracy and attention to detail in all work while meeting deadlines and expectations, as well as anticipating needs
- Self-starter with innovative ideas

**Knowledge, skills, experience and education:**

- Bachelor's degree in accounting or finance preferred
- Experience with QuickBooks or other similar software required
- Must possess strong organizational skills and the ability to multi task
- Experience with non-profit organizations is a plus

**Employment Type:** part-time; up to 30 hours/week (may require more hours during busy times) OR full-time with additional responsibilities

**Benefits & Compensation**

- Simple IRA with 3% employer match
- Health, Dental & Vision insurance
- Paid time off, including holiday pay
- Commensurate with experience