Job Title: Accounting Assistant – Accounts Payable

Salary Classification: B

General Description of the Position’s Function and Purpose

The Accounting Assistant – Accounts Payable position provides skilled accounting and general recordkeeping services to the Association and its affiliates. This person will also collaborate with others in the organization to carry out various business office tasks. The work is generally standardized and performed within established procedures and guidelines with limited supervision. The qualifications, duties and responsibilities listed below are those required for the position, but do not encompass all that may be included in the day-to-day performance of this position.

Responsibilities

- Answer telephone and place calls as necessary.
- Respond to routine questions.
- Process payment of all invoices and vouchers. Complete process weekly or as needed.
- Mail vendor checks or send EFT payments.
- Run reports as requested.
- Reconcile assigned accounts on a timely basis.
- Assist with the process of the Association year-end audit.
- Process PAC report using the state’s required application/software on a timely basis.
- Serve as backup to Accounting Assistant/Payroll Clerk and other general accounting areas.
- Act as backup to perform invoicing for Association and its entities, bank reconciliations and account coding.
- Act as a backup for Concur expense report processing.
  - Act as a backup for Center Print and Mail Room functions.
- Other duties as assigned.
Qualifications:

- High school diploma or equivalent required.
- Skill in typing at the rate of 50 wpm.
- Knowledge of office routines and administrative procedures.
- Knowledge of Great Plains Dynamics accounting software.
- Experience in the use of an accounting general ledger and support journals.
- Knowledge of typical payroll processors.
- Knowledge of PAC report and state requirements.
- Knowledge of ACH and Positive Pay software requirements.
- Excellent technology skills, including proficiency in Microsoft Outlook, Word, Excel, PowerPoint, and the operation of common office equipment.
- Knowledge of proofreading requirements.
- Ability to keep accurate records according to the Association’s document retention policy and standard business best practices. Proficiency in filing.
- Demonstrated understanding of and accuracy in grammar, spelling and proofreading.
- Demonstrated ability to communicate tactfully, courteously and effectively, both verbally and in writing.
- Knowledge of various account coding systems.
- Knowledge of keyboard and data entry procedures.
- Ability to complete work with accuracy and within established timelines.
- Detail oriented and a keen ability to prioritize tasks.
- Ability to carry out assignments with minimal supervision.
- Knowledge of ISTA organizational structure, and internal and external functions of the Association.
- Knowledge of the philosophy, goals and operations of the Association.
- Demonstrated experience and success in working effectively under pressure solving problems and meeting stringent deadlines.

Application Procedure

Applications will be accepted until November 29, 2021, or until filled. Please send letter of interest, resume and contact information for three professional references to Nicole Wise at nwise@ista-in.org.

About ISTA:

The Indiana State Teachers Association provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or genetics. Consistent with the ISTA Affirmative Action Plan, minorities, women, individuals with disabilities, individuals of all ages (18 or older), and veterans are encouraged to apply.

Other duties as assigned.