VACANCY NOTICE

March 23, 2022

Accountant
Springfield, IL

The Illinois Education Association-NEA is seeking qualified candidates to fill the above-named position on the IEA-NEA administrative staff.

DEADLINE FOR INTERNAL APPLICATIONS: April 6, 2022

EFFECTIVE DATE: To Be Determined

HOW TO APPLY: Candidates should submit resume and application materials by using the following link Internal Candidates Apply Here and for non-IEA staff External Candidates Apply Here.

INTERVIEWS: Candidates who appear to meet the qualifications will be invited to initially interview at the IEA-NEA Headquarters Office in Springfield, IL.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the Director of Business Services and Executive Director.

POSITION DESCRIPTION: Performs accounting functions for the IEA-NEA.

RESPONSIBILITIES:

1. Balance, reconcile, and maintain IEA general ledger accounts
2. Balance and reconcile IEA bank accounts
3. Assist in monthly, quarterly and year-end preparation of IEA financial statements, including journal entries
4. Complete monthly in-depth analysis of select IEA internal accounts
5. Assists in the preparation of the annual IEA budget
6. Coordinates and assists with the IEA annual audit
7. Assists with the IEA annual LM-2 report for the U.S. Department of Labor
8. Assists with IEA accounts payable, accounts receivable, and payroll related accounting work
9. Develop working relationships with IEA stakeholders as an accounting resource/budget analyst
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(Continued)

RESPONSIBILITIES: (Continued)

10. Assist in developing and documenting business processes and accounting policies to maintain the integrity of IEA internal controls
11. Prepares materials and reports for the IEA Director of Business Services for presentation to the IEA-NEA Board of Directors
12. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel
13. Maintains a working knowledge of computers and office machines
14. Acquires an understanding of the structure, operation and function of the IEA-NEA
15. Utilizes appropriate office procedures as per the IEA-NEA Policy Manual
16. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public
17. Performs other appropriate duties as directed by assigned management

QUALIFICATIONS:

- Accounting/Finance bachelor’s degree preferred but not required
- Minimum 5 years’ experience with proven accountancy abilities
- Experience with general ledger functions and month-end/year end close preferred
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Proficiency with MS Office with advanced skills in Excel
- A high degree of interpersonal skills and the capacity to interact effectively on an interpersonal basis with membership, leadership and staff is essential

FRINGE BENEFITS: In accordance with the IEA-NEA/IEASO Associate Staff Contract.

AN EQUAL OPPORTUNITY EMPLOYER