VACANCY NOTICE

July 26, 2023

ACCOUNTANT I
Springfield, Illinois

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: August 9, 2023

EFFECTIVE DATE: To Be Determined

HOW TO APPLY: Candidates should submit resume and application materials by using the following links: Internal Candidates Apply Here and External Candidates Apply Here.

INTERVIEWS: Selected candidates will be interviewed at a location determined by the IEA-NEA.

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

POSITION DESCRIPTION: Performs accounting functions for the IEA-NEA and the Illinois Political Action Committee for Education (IPACE) and the IEA Foundation, Inc.

RESPONSIBILITIES:

1. Responsible for all assigned Illinois Political Action Committee for Education (IPACE) accounting functions, including accounts payable, member refund checks, local rebate checks and 1099s.

2. Responsible for all assigned IEA Foundation, Inc. accounting functions, including revenue and expense.

3. Prepares month end financial statements for IPACE and the IEA Foundations, Inc.

4. Prepares work papers and adjusting entries for external audit for IPACE and the IEA Foundation, Inc.

5. Prepares quarterly Illinois State Board of Elections (SBOE) reports for IPACE.

6. Assists local associations with SBOE reporting and issues.

7. Supports the annual preparation of the IPACE and IEA Foundation, Inc. IRS Form 900 and other required IRS reporting.
RESPONSIBILITIES: (Continued)

8. Maintains rebate and in-region fund accounts for each IEA Region, including updating of membership counts and distribution of funds. Performs annual distribution of Region budget spreadsheets.

9. Assists in maintaining, preparation and filing of 990s for local affiliates.

10. Assists in responding to financial and reporting requirement inquiries from local associations.

11. Serves as backup for accounts payable processing and other accounting functions as assigned.

12. Prepares materials and reports for the department director for presentation to the IEA-NEA Board of Directors.

13. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.

14. Maintains a working knowledge of computers and office machines.

15. Acquires an understanding of the structure, operation and function of the IEA-NEA.

16. Utilizes appropriate office procedures as per the IEA-NEA Staff Policy Manual.

17. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members and the general public.

18. Performs other appropriate duties as directed by the assigned management staff.

QUALIFICATIONS:
- Accounting/business-related bachelor’s degree preferred.
- Five (5) years’ experience in accounting environment preferred.
- Above average ability in typing, spelling, composition, and math skills.
- Ability to work independently.
- Proficiency in Microsoft Word and Excel and knowledge of accounting software required.
- A high degree of interpersonal skills and the capacity to interact effectively on an interpersonal basis with members, IEA-NEA leadership and staff is essential.
- Driver’s license required.

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

IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO APPLY.