



**ILLINOIS
EDUCATION
ASSOCIATION**
www.ieanea.org

VACANCY NOTICE

100 East Edwards Street • Springfield, IL 62704-1999 • 217.321.2206 • Fax 217.544.7383

April 17, 2024

PLEASE POST

Accountant – Accounts Payable Specialist 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: May 1, 2024

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: Candidates who appear to meet the qualifications will be invited to interview.

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

POSITION DESCRIPTION: Performs accounting and bookkeeping functions for the IEA.

RESPONSIBILITIES:

1. Completes payments and monitors expenses by receiving, processing, verifying and reconciling invoices.
2. Maintains accounting ledgers by verifying and posting account transactions.
3. Maintains historical records and vendor files in accounts payable system.
4. Records and reports IRS 1099 recipients and monitors IRS reporting requirements.
5. Completes credit applications.
6. Monitors inventory and purchases office supplies for the Headquarters building.
7. Reviews, tracks and reports information to the Director of Business Services regarding the IEA leases.
8. Maintains an understanding of the Department of Labor LM reporting requirements and records transactions appropriately.
9. Tracks actual expense to budgeted amounts and reports variances to the Director of Business Services.
10. Prepares and files the annual Unclaimed Property Report to the State of Illinois.

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Springfield, IL
(Continued)

RESPONSIBILITIES: (Continued)

11. Prepares materials and reports for the Director of Business Services for presentation to the IEA 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 Staff 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 staff.

QUALIFICATIONS:

- High school diploma, GED, or equivalent required;
- Bachelor's degree in accounting, finance, or related field a plus;
- Previous accounts payable experience preferred;
- Ability to track budget expenses;
- Attention to detail;
- Organizational skills a must;
- Ability to analyze information;
- Ability to maintain vendor relationships;
- PC proficiency;
- Data entry skills;
- General math skills;
- Valid driver's license required.

FRINGE BENEFITS: In accordance 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.**