



JOB TITLE: Accounting Supervisor
DATE OF POSTING: July 19, 2024
CLOSING DATE: August 9, 2024 or until filled
SALARY RANGE: \$71,000 - \$91,000
ESTIMATED DATE TO FILL: September 9, 2024

Job Title: **Accounting Supervisor**

General Description of the Position's Function and Purpose

The supervisor of accounting must have a Bachelor's Degree with a concentration in accounting and business administration. This supervisor should have experience in accounting department operations, corporate income, property, and payroll taxation, be familiar with computerized operations, and have experience as a supervisor of other personnel.

This permanent Management Support Personnel (MSP) position is located at the headquarters office in Indianapolis and reports to the CFO.

The qualifications listed below are those required for the position but do not encompass all those activities that may be included in the responsibilities and performance expectations of the job. Certain daily activities related to the individual's job may be performed regularly but are too general in nature to include.

Responsibilities

- Supervise accounting personnel
- Assist the CFO and supervise the following activities:
 1. Preparation of tax returns—nonprofit informational returns, income tax, payroll, gross, sales and personal property
 2. Administrate the payment of quarterly tax payments for entities, as needed
 3. Preparation of financial statements, interim and annual
 4. Preparation for year-end audit
 5. Reconciliation of bank statements and investment accounts
 6. Assisting the Association's locals with applying for and maintaining their local's exempt status with tax regulatory agencies.
 7. Preparation of adjusting journal entries to general and subsidiary ledgers
 8. Preparation of account classifications and reconciliations.
 9. Detail individual retirement fund accounts for ISTA and ensure plan contributions are made timely and accurately.
 10. Tracking the ongoing transactions of the company's self-insured health plan, including monthly reconciliation of the plan's insurance reserve
 11. Maintenance of fixed asset records
 12. Preparation of payroll and related personnel record-keeping
 13. Maintenance of employee fringe benefit records and vendor insurance premiums
 14. Regularly reviewing internal controls with staff and the CFO, implementing new processes to improve monitor controls, and documenting changes as they occur.



15. Monitoring changes in Generally Accepted Accounting Principles (GAAP) and ensuring the company adapts to those that are applicable to the company and its audit requirements.
16. Processing invoices, check writing, and membership and receivable reports
 - Perform financial analysis and make appropriate recommendations to the supervisor
 - Management of all cash and investment balances and transactions
 - Assist in budget preparation and analysis
 - Perform miscellaneous job-related activities for CFO

Qualifications

- Bachelor's Degree with a concentration in accounting and business administration
- Two years of progressively responsible accounting experience in public accounting or five years of equivalent experience in the private or not-for-profit sector
- Familiarity with computer systems, preferably including the Microsoft family of products such as Word, Excel, Access, and PowerPoint
- Familiarity with Adobe and having the ability to work primarily paperless
- Some experience with accounting systems such as Microsoft Dynamics, QuickBooks, Unit 4, or similar accounting software packages.
- CPA Preferred

Application Procedure

Applications will be accepted through August 9, 2024, or until filled. Please send a letter of interest, resume, and three 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.