

ACCOUNTS RECEIVABLE AND PAYABLE CLERK/ADMINISTRATIVE SECRETARY

The Arizona School Boards Association (ASBA) is a nonprofit corporation, representing more than 240 school boards and charter schools from across Arizona, representing 1,200-plus school board members and over 1.2 million children. ASBA provides a variety of services to governing boards and is a recognized leader in advocacy for public education in Arizona. Its offices are conveniently located in central Phoenix.

Applications are being accepted for the position of Accounts Receivable and Payable Clerk with ASBA. The qualified individual must have a solid work history, knowledge of general accounting principles, be experienced and very proficient with Quick Books and MS Office (Outlook, Word and Excel).

PERFORMANCE RESPONSIBILITIES

- Accounting and clerical tasks related to the maintenance and processing of accounts payable and accounts receivable transactions i.e., conferences, trainings, and service programs
- Performs transaction processing related to accounts receivable payments, revenue collection and bank deposits
- Tracking and resolving outstanding payment issues
- Processing invoices for payment on a weekly basis
- Obtain school district budget information from the Arizona Department of Education to calculate yearly membership dues
- Monthly collection and resolution of company credit card statement and receipts
- Monthly reconciliation of incoming credit card payments and deposits
- Maintenance of membership categories
- Assist with yearly financial audit/review
- Responds to inquiries from external and internal customers
- Fosters and maintains positive working relationship with the Director of Business and Conference Services, staff, vendors, customers, the public and external organizations

QUALIFICATIONS

- Minimum of 3-5 years experience with Quick Books. An assessment test will be administered
- Experience working in a general bookkeeping or accounting position specifically in the areas of accounts payable and accounts receivable
- MS Office (Outlook, Word and Excel)
- Ability to maintain confidentiality
- High School graduate (some college preferred)
- Analytical and problem solving skills with the ability to think on your feet
- Excellent communication (verbal and written), interpersonal, and customer service skills are required
- Organization, attention to detail and a high level of accuracy
- Ability to work independently, set priorities and meet deadlines

In addition, you will:

- Assist Director of Business and Conference Services with various assignments
- Support the association's efforts at seminars, workshops and conferences
- Assist with telephone, reception and routine office functions
- Other responsibilities as assigned

APPLICATION

Applicants must submit a letter of introduction along with a current resume on or before March 13, 2017. All materials must be sent to:

Ellen White, Director of Business and Conference Services
Arizona School Boards Association
2100 N. Central Avenue, Suite 200
Phoenix, AZ 85004
ewhite@azsba.org

This is a full-time, non-exempt position that reports to the Director of Business and Conference Services. ASBA provides a generous pay and benefit package with an hourly wage commensurate with experience and qualifications.

ASBA will review the traits and skills of individuals and seek the person that, in the opinion of the Association, demonstrates the *best fit* for this position.

ASBA is an Equal Opportunity Employer.

REQUIRED MATERIALS MUST BE SUBMITTED BY
MARCH 13, 2017