



Iowa Association for the Education of Young Children

Controller

The Iowa Association for the Education of Young Children (Iowa AEYC) is a non-profit association that promotes high-quality early learning for each and every child, birth through age 8, by connecting practice, policy, and research. We strive to advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children. Iowa AEYC is a membership organization of members from the early care and education workforce. As the Iowa affiliate of the National Association for the Education of Young Children (NAEYC), our members represent our state's early learning workforce. We support efforts to improve teaching and learning, promote leadership and professional development in the field, support accreditation and quality in early childhood education programs, and to build public awareness through advocacy and outreach.

JOB SUMMARY:

Responsible for general ledger, accounts payable, accounts reporting, bank reconciliation, budget management, data import/export, and forms design. Applies principles of accounting to analyze financial information and prepare reports. Also responsible for tracking/reporting association investments, payroll, HR and benefits, financial audits

PRIMARY RESPONSIBILITIES:

- Maintains a system to track financials from various funding sources, including accounting codes
- Works with Executive Director to implement and uphold financial policies and procedures
- Processes Accounts Payable on a weekly basis; Assigns vendor and voucher numbers with Executive Directors' approval, processes on computer system according to established procedures; Runs AP checks weekly, gets approval from Executive Director, and sends out approved checks
- Keeps organized and accurate files of invoices paid (paper and/or computer files); Responds to financial questions or concerns
- Communicates regularly with vendors, including recipients of T.E.A.C.H./WAGE\$ scholarships, to obtain or provide information on their invoices
- Posts customer invoices and cash receipts as received daily following agency procedures
- Keeps organized and accurate files of invoices generated and prepares credit memos as needed
- Processes Accounts Receivables on a weekly basis; Responds to customer inquiries on their account status
- Balances AR to General Ledger weekly, runs required reports
- Prepares monthly and quarterly financial reports of income, expenses, and investment balances for board meetings and for funding partners and analyzes them against the budget
- Works with the Executive Director and Program Managers to prepare the annual budget
- Works with Iowa AEYC Treasurer and Executive Director as needed to transfer funds
- Works with Executive Director and Finance Committee to monitor and perform investment activities as directed
- Processes expense reports. Checks for accuracy, resolves discrepancies, charges to proper accounts, releases approved reports for payment/reimbursement
- Processes payroll as approved by Executive Director and all journal-related entries, including tracking of paid time off

- Prepares month-end reports including billing and tracking of postage and copies, prepaid income, fixed overhead, monthly contract billings, and balancing of accounts; for approval of the Executive Director
- Prepares for the annual audit and works cooperatively with the auditors to provide the information needed
- Reviews the filing of tax returns with auditing firm, their reports, and other fiscal documents as required
- Processes bank deposits as money is received
- Performs various other accounting activities as needed
- Compiles and runs special reports as requested by the Executive Director and Managers
- Performs various special projects as requested for the Association to include chapter membership payments, group exemption filings, and 501c3 filings
- Runs a variety of regular and periodic reports including short and long-term projections
- Performs onboarding with new staff and updates existing staff on benefits and fiscal policies
- Processes all benefit related documents and maintains appropriate information as required per the Human Resources policies

SPECIAL SKILLS:

- Must be able to efficiently and effectively utilize computerized project management and accounting systems
- Accurately and timely prepare financial statements
- Organize, direct, control, and perform bookkeeping and accounting activities
- Exercise good business judgment in making daily operating decisions with the long-term best interests of the Association in mind
- Deal effectively and professionally with a wide variety of people and situations, both pleasant and unpleasant
- Maintain the integrity of highly confidential business information
- Communicate effectively verbally and in writing; meet deadlines that change frequently
- Deal effectively with time pressures, stress, and change

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum of Bachelor degree in Accounting or closely related field
- Minimum of five (5) years of experience in non-profit accounting

SPECIAL REQUIREMENTS:

- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities
- A clear background check, with no substantiation or criminal conviction of child abuse or neglect or fiduciary misconduct
- May require need for flexible schedules, including occasional evening and weekend work
- May work in shared space
- Must be able to travel overnight as business necessitates
- Travel may be required; A valid state of Iowa driver's license is required.
- Must continually strive to demonstrate Iowa AEYC's organizational values

STATUS: Exempt

REPORTS TO: Executive Director

COMPENSATION: \$74,880 – 76,960 annually, commensurate with experience, skills, and education

BENEFITS:

- Iowa AEYC will contribute up to 70% of the Medical Insurance premium
- Iowa AEYC will contribute towards the following insurance:
 - Short-term Disability Insurance
 - Accidental Death and Basic Life Insurance
- Individual Retirement Account (IRA) - Iowa AEYC will match up to 3%.
- Paid time off (PTO)
- Dental Insurance
- Flexible Spending Account (FSA) options are available for employees