

Controller

Salary Range: \$ 74,880 - 76,960

The **Iowa Association for the Education of Young Children** is seeking a highly skilled and organized candidate to serve as a Controller. The ideal candidate is a strong fiscal leader with above average attention to detail, the ability to work as a team, and has a passion for the field of early care and education with a commitment to early childhood, higher education, and professional development.

A part-time (anticipated 28-32 hours), professional-level position. The Iowa AEYC office is located in West Des Moines. Responsible for all financial aspects for the association. Position is responsible for general ledger, accounts payable, accounts reporting, bank reconciliation, budget management, data import/export, and forms design. Applying principles of accounting to analyze financial information and prepare reports, and is also responsible for tracking/reporting association investments, payroll, HR and benefits, and financial audits.

Required: Minimum of a Bachelor degree in Accounting or closely related field. Minimum of five (5) years of experience in non-profit accounting preferred. 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 interest of the association in mind; deal effectively and professionally with a wide variety of people and situations, both pleasant and unpleasant; communicate effectively verbally and in writing; meet deadlines that change frequently; deal effectively with time pressures, stress, and change; and maintain the integrity of highly confidential business information.

To Apply:

To complete your application, you MUST submit both a professional letter of interest addressing the questions and a resume. Incomplete applications will not be considered.

Email professional letter of interest and resume to Jillian Herink, Executive Director, at info@iowaaeyc.org. Letter of interest should address the following:

1. What skills from your current professional position would help you to be successful in this role?
2. What piece of this role seems most attractive to you and why?
3. How do you see this position and Iowa AEYC aligning with your strengths, passion, and long-term career goals?

Applications will be accepted until 5:00 PM on January 23, 2025. Interviews will be held immediately following review of applications with the position to start tentatively February 10, 2025.

For more information about Iowa AEYC go to www.iowaaeyc.org.

A background check will be completed upon employment.