

# Iowa Association of School Boards

## Job Description

**Title:** Accounting Support Temp Clerk  
**Person in Position:** OPEN  
**Responsible to:** Chief Financial Officer  
**FLSA Classification:** Non-Exempt  
**Employment Status:** Part-Time Temp

**POSITION SUMMARY:** Supports efficiency, productivity, and quality service by providing clerical support for operations, accounting and assigned projects. Builds and maintains positive internal and external relationships by effectively managing the association's phone, email, postal mail, and face-to-face contacts. Performs duties with a mission driven and service-oriented manner to Iowa Association of School Boards (IASB) members and internal staff.

### QUALIFICATIONS

1. Two-year degree in accounting with at least 3 years' experience required.
2. Working knowledge of principles of accounting. Competence in clarifying instructions, prioritizing, problem-solving, planning, organizing, coordinating and meeting deadlines.
3. High proficiency in use of Microsoft Office. Experience with Great Plains accounting software preferred.
4. Excellent verbal and written communication skills.
5. Excellent organizational skills and the ability to prioritize and perform multiple tasks and meet assigned deadlines.
6. Demonstrated extraordinary attention to detail and due diligence.
7. Strong interpersonal skills and competence in developing and maintaining positive internal and external working relationships.

### ESSENTIAL FUNCTIONS

#### FINANCE

1. Perform accounts payable functions for IASB, ISEBA and ICSBA to include reviewing invoice and reimbursement submissions along with verifying proper approval authorization has been met and proper coding noted on invoices, scanning of invoices with all applicable backup for AP entry, scanning of the AP payment batch(es) check register, checks with backup, and checks for filing. AP checks stuffing, running mailing envelopes through postage meter and handling mailing out the payments. Assist with maintenance of vendor records and data files to include filing of AP paper and electronic copies.
2. Review IASB, ISEBA and ICSBA Cash Receivable, Journal Entry, and invoice batches as accurately entered in per documentation submitted.
3. Complete IASB and ISEBA accounting tracking spreadsheets for reconciliation and auditing purposes.
4. Assist with other general accounting functions. (ex.) prepping ISEBA lockbox detail excel spreadsheet for import into accounting system; monthly credit card statement transactions matched up with submitted invoice(s), receipt(s) and any other applicable backup with coding noted from the card holder; assist with ISEBA monthly Schools' premium file processing.
5. Comply with all internal controls. Serve as assigned in all internal control segregation of duties.
6. Other accounting duties as assigned.

## **OPERATIONS**

1. Receive and respond to incoming phone calls, voicemails, and the receptionist and iasbap email inboxes. Greet office visitors and notify staff member(s) the guest(s) arrived. Respond to all inquiries as soon as possible with utmost professionalism, respect, and accuracy.
2. Check the IASB mailbox daily to open, sort and route incoming mail. Prepare outgoing mail and coordinate shipping and postal deliveries.
3. Assist with convention support as needed.
4. Assist with clerical duties during peak times on other programs as needed, such as collating, copying, laminating and/or mailings.
5. Kitchen duties as needed: take inventory of supplies, assist the Executive Assistant with set up for board room meetings and clean up afterwards.
6. Other operations duties as assigned.

## **CORE ORGANIZATIONAL FUNCTIONS**

1. Project positive, optimistic image to staff, IASB members, vendors, and others.
2. Show commitment to service by responding promptly, courteously, and accurately to requests from members, staff, or others.
3. Practice effective teamwork by contributing to the work of others and collaborating effectively.
4. Exhibit personal accountability and qualities of integrity, ethics, credibility, and a commitment to the association's mission.
5. Follow IASB policies and company procedures.
6. Support innovation and improvement by accepting new challenges, incorporating new learning, and participating in continuous improvement processes.
7. Perform other duties as assigned for the efficient and effective operation of IASB.

## **PHYSICAL REQUIREMENTS**

1. Able to sit at and operate a computer for extended periods.
2. Able to occasionally lift and/or carry materials or equipment over 15 pounds.
3. Able to walk up and down stairs.
4. Able to occasionally walk and/or stand for extended periods.
5. Able to drive a vehicle.

## **TERMS OF EMPLOYMENT**

At will.

## **EVALUATION**

Performance of this job will be evaluated in accordance with this job description and IASB's evaluation process.

IASB reserves the right to change this job description for the efficient and effective operation of this association