



Job Description

Accounts & Program Services Manager: Finance and Accounting

POSTING DATE: October 1, 2022

CLOSING DATE: Applications will be reviewed as soon as they are received and the position will close when a successful candidate is hired.

POSITION START DATE: November 1, 2022 or earlier depending on availability.

LOCATION: Remote based position – East Coast Time Zone Hours (most team members are in the greater Miami, FL area)

QUALIFICATIONS:

- Highly detail oriented, and extremely organized.
- Able to learn new skills and manage large projects.
- Customer and team oriented.
- Experience in finance and accounting.
- College degree or advanced training preferred.
- Experience in treasury banking services preferred.
- Bilingual skills preferred.

JOB DESCRIPTION: The Finance and Accounting position is part of an Accounts and Program Services Manager multi-staff position serving as a team of professionals carrying out all aspects of AMISA's operations and association services.

Finance and Accounting work related responsibilities include:

- Lead AMISA's Payment Service (examples include: coordinate treasure management services, manage ACH/Wires, audit general ledgers, reconcile statements, and prepare detailed monthly statements and reports as well as communicating with member and non-member schools/individuals)
- Accounting work (examples include: processing invoices, calculating service charges, and monitoring bank accounts for suspicious/fraudulent activity on a daily basis)

Each Accounts and Program Services Manager works collaboratively with other AMISA staff members to achieve AMISA's Mission, Vision, Values and Goals. Accounts and Program Services Managers assist the AMISA Chief Learning Officer and AMISA Executive Director with overall AMISA operations.

RESPONSIBILITIES:

- Communicate effectively, in writing and orally, with a wide variety of people.
- Analyze, organize and executive association business.
- Coordinate and manage purchasing, shipping and payment processing services.
- Coordinate and manage professional development, recruiting, and membership services.
- Effectively use technology for work-related responsibilities.
- Manage budgets and accounts.
- Work harmoniously with a variety of constituencies.
- Work ethically, honestly, and in a trustworthy manner at all times.
- And other duties as assigned.

HOW TO APPLY: Application materials of a cover letter no more than 2 pages, a current resume no more than 2 pages, and contact information for confidential supervisory references should be emailed to dereck@amisa.us

Current letters of support may be sent as well but are not required.

SALARY: Competitive salary and benefits provided based on experience and qualifications of successful candidate.

AMISA does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information.