

JOB DESCRIPTION: Accounting Manager

FLSA* Classification: Exempt (Professional)

Salary Range:

Reports To: Business Manager

Date: Created: 01/2018

POSITION SUMMARY:

The American Academy of Nurse Practitioners Certification Board (AANPCB) is a non-profit organization located in Austin, TX. AANPCB provides excellence in testing and national certification for nurse practitioners.

The **Accounting Manager** oversees the financial and accounting processes, procedures and reporting necessary to ensure cost-effective, efficient, day-to-day operations required to support the organization and its mission. The Accounting Manager will work directly under the direction of the Business Manager as well as the Director of Certification, the Chief Executive Officer and the Board of Commissioners.

The Accounting Manager will plan, coordinate, record and supervise the financial activities of the organization, as well as provide administrative direction and support for daily operational activities throughout the company.

Tasks include recording daily sales, managing accounts receivable and accounts payable, processing payroll, all aspects of bookkeeping, work with Senior Management on creating budgets and facilitating procedures that adhere to the organization's values and goals.

ESSENTIAL JOB FUNCTIONS:

- Oversee payables, receivables, collection activities, and month-end balance sheet account reconciliations – sometimes in a hands-on way and other times via support from the accounting staff.
- Generate and submit monthly financial statements and monthly budget vs. actual board reports.
- Participate in staff meetings.
- Communicate with executives and provide guidance on financial issues.
- Evaluate and improve internal controls and streamline processes and procedures around organization wide sales and accounting software.
- Communicate software improvement recommendations with Senior Management.
- Develop financial policies and procedures and, ensure their continued adherence.
- Communicate periodically during the year and coordinate the annual financial statement audit with external auditors.
- Communicate and coordinate the external tax preparation for timely filing of annual tax returns.

- Process employee payroll and assist with benefit programs administered by TriNet (an ADP-like company) including health, dental, life, cafeteria plan, and 401K plan administration.
- Work with the Chief Executive Officer to create the annual organizational and departmental budgets.
- Create a management reporting package including dashboard reports by department and for the annual report.
- Provide guidance and leadership in the selection of future software as required to support financial operations.

SKILLS AND QUALIFICATIONS:

1. Strong organizational skills with attention to detail.
2. Excellent interpersonal communication skills, both written and oral, and command of the English language that reflects a polished and professional image. Bilingual a plus but not required.
3. Experience writing business correspondence.
4. Ability to perform under deadlines and changing schedules.
5. Flexibility and willingness to adjust one's schedule to meet the demands of the organization, especially during peak times.
6. Display professionalism, welcomes professional challenges, demonstrated self-starter, and shows loyalty and concern for the integrity and professional image of the Certification Program.
7. Proficient in the use of a variety of software including QuickBooks Desktop, current Microsoft Office products, on-line database systems, computer networks, and network security measures.
8. Enjoys accounting research and complex problem solving.
9. Financial statement audit background and supervisory experience preferred.

SUPERVISORY RESPONSIBILITY:

Directly supervises employees and carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, addressing complaints and resolving problems.

WORK ENVIRONMENT:

This job operates in a professional office environment that primarily deals with customers via email and telephone. May occasionally be required to perform job duties outside of the typical office setting. Daily interaction with staff and management is required. This position routinely uses standard office equipment such as computers, phones, photocopy and fax machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Able to lift up to 25 pounds.

POSITION TYPE / EXPECTED HOURS OF WORK:

This is a full-time position. Hours of work and days are 7:30 am to 4:30 pm, Monday through Friday. Occasional evening and weekend work may be required as job duties demand. **This is an Exempt position. Employees in this position are paid a salary and are not eligible to receive overtime pay for any hours worked over 40 in a work week.*

TRAVEL:

Ability and willingness to attend/travel to meetings or on company business as needed.

REQUIRED EDUCATION AND EXPERIENCE:

- 1. Bachelor’s degree in Accounting required.
- 2. 3 to 5 years’ experience working in either industry or public accounting.

PREFERRED EDUCATION AND EXPERIENCE:

- 1. Experience working with non-profit organizations, membership organizations, nursing associations, state boards of nursing, or educational programs.
- 2. Computer-related certifications.

INTERNAL RELATIONSHIPS:

Works with AANPCB staff, Management, and Commissioners.

EXTERNAL RELATIONSHIPS:

Works with external financial statement auditors, tax preparers, financial, public, software, and business vendors, and job applicants.

WORK AUTHORIZATION / SECURITY CLEARANCE:

Background check required.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

<i>Signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position. I have read and understand this job description for the Accounting Manager. I have been given the opportunity to ask questions and my questions have been answered. I accept the position and responsibilities as described.</i>	
Printed Name:	
Signature:	Date:

This job has been approved by all levels of management.

JOB DESCRIPTION: Administrative Associate

FLSA* Classification: Non-Exempt (Administrative)

Salary Range:

Reports To: Business Manager & Department Coordinators

Date: Created: 08/2009; Revised: 08/23/2011, 03/2013, 08/2015, 03/2017

POSITION SUMMARY:

The American Academy of Nurse Practitioners Certification Board (AANPCB), located in Austin, TX, provides excellence in testing and national certification for nurse practitioners. The AANPCB **Administrative Associate** provides administrative support necessary for successful completion of daily activities associated with the Certification Program's application processes.

ESSENTIAL JOB FUNCTIONS:

1. Remain fully knowledgeable of certification programs and dues structure to answer customer inquiries and promote certification.
2. Responsible for accurately and efficiently processing applications, transcripts, licenses, verification requests, and other documents received via mail, e-mail, or fax.
3. Answer incoming multi-line phone system, return incoming phone messages, and transfer telephone calls to appropriate staff and departments as indicated in a timely and professional manner.
4. Ensures that all payments and applicable documentation received are securely processed and delivered to Finance department on a daily basis.
5. Responsible for accurately preparing Certificant packets and letters as indicated.
6. Perform mail and shipment activities which requires operating manual and electrical mailing equipment.
7. Perform basic computer skills (e.g., scanning, data entry, word processing, Outlook Mail/Calendar).
8. Responsible for the protection, integrity, and confidentiality of customer, database, and company information.
9. Maintain effective intra- and inter-departmental communications and external AANPCB public relations.
10. Participate in company Quality Improvement processes.
11. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

1. Experience with multi-line phone system, receiving, and routing calls required. Ability to operate and train basic office equipment.
2. Ability to speak, listen, and write in English in a clear, thorough, timely, and professional manner using appropriate and effective communication tools and techniques required. Excellent communication skills and personality conducive to working as a team member required. Experience writing email business correspondence that reflects a polished and professional image required.
3. Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Ability to perform under deadlines and changing schedules.
5. Flexibility and willingness to adjust one's schedule to meet the demands of the organization, especially during peak times.
6. Displays professionalism; demonstrated self-starter; is reliable, responsible, and dependable; shows loyalty and concern for the integrity and professional image of the organization.

SUPERVISORY RESPONSIBILITY:

This position is not responsible for direct supervision of employees. Responsibilities will be carried out in accordance with organizational policies and applicable laws. Responsibilities may include coordination of work duties and training of employees under the direction of the Department Coordinator or management team.

WORK ENVIRONMENT:

This job operates in a professional office environment that primarily deals with customers via email and telephone. Performance of job duties outside of the typical office setting is not required. Daily interaction with staff and management is required. This position routinely uses standard office equipment such as computers, phones, photocopy, and fax machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Able to lift up to 25 pounds.

POSITION TYPE / EXPECTED HOURS OF WORK:

This is a full-time position. Hours of work and days are 8:00 am to 5 pm, Monday through Friday. Occasional evening and weekend work may be required as job duties demand. **This is a Non-Exempt position. Employees in this position are paid an hourly pay rate and are eligible to receive overtime pay for any hours worked over 40 in a work week.*

TRAVEL:

May be required for company business as needed < 5% of the time.

REQUIRED EDUCATION AND EXPERIENCE:

1. Minimum 2 years' experience as an administrative associate.
2. Proficient in the use of a variety of software, including current Microsoft Office products, on-line database systems, and document scanning.
3. Experience with multi-line phone system, receiving and routing calls.

PREFERRED EDUCATION AND EXPERIENCE:

4. Associates Degree in a relevant field such as business.
5. Experience working with non-profit organizations, membership organizations, nursing associations, state boards of nursing, educational program, continuing education providers, or accreditors.

INTERNAL RELATIONSHIPS:

Works with AANPCB staff.

EXTERNAL RELATIONSHIPS:

Works with applicants, certificant, educational faculty, advanced practice registered nurses, professional membership organizations, public, and business vendors.

WORK AUTHORIZATION / SECURITY CLEARANCE:

Background check required.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

*Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. I have read and understand this job description for the **Administrative Associate**. I have been given the opportunity to ask questions and my questions have been answered. I accept the position and responsibilities as described.*

Printed Name:

Signature:

Date:

This job has been approved by all levels of management. 03/20/2017.