



**Position:** Accounting Specialist  
**FLSA Status:** Non-Exempt  
**Responsible to:** Director of Finance  
**Position Status:** 16 hours

**We are change agents, unleashing the strengths of individuals, teams, and organizations to be at their very best every day. Our team of experts create programs and services for partners around the world that consistently deliver increased engagement, performance, and learning.**

#### **SUMMARY:**

As the Accounting Specialist, you work closely with the Director of Finance to manage the day to day responsibilities of the accounting department. You are extremely organized and take pride in managing details in your work. People describe you as a good communicator and relationship manager, and you love solving challenges when they arise. You thrive working in an environment that focuses on people's strengths and pushes others to be their very best every day. Learn more about our work on our website at [www.mayerSONacademy.org](http://www.mayerSONacademy.org).

#### **KEY RESPONSIBILITIES:**

- Accounts Payable – Obtaining and verifying vendor invoices, preparing checks, set up purchase orders, entering bills in QuickBooks using items, classes and accounts to align with budget codes. Managing other duties within this function as required.
- Accounts Receivable – Receiving and recording invoice payments, making bank deposits, invoicing customers, creating sales orders in compliance with financial policies and procedures. Managing other duties within this function as required.
- Contracts – Receiving applications for professional development, initiating contract agreements with presenters and other vendors, and ordering materials and supplies as necessary.
- Other Duties – Maintaining departmental filing system, processing credit card payments as required, preparing month end account reconciliations, monitoring PayPal and website purchases.

#### **IDEAL QUALIFICATIONS AND REQUIREMENTS:**

- Organized, detail oriented and exceptionally conscientious with work duties.
- Excellent relationship and communication skills both within the organization and with customers and vendors.
- Able to prioritize workload, meet deadlines and multitask. Works well both independently and collaboratively.
- Evidence of sufficient education and training.

- Excellent knowledge of QuickBooks and Microsoft Office.
- Demonstrates a knowledge and appreciation of the non-profit sector.

**Here’s a little bit more about who we are and what we value:**

Much has changed since the Academy sprung to life in 1992. Growing from an innovative, local, public-private partnership with a mission to create world-class professional learning, MA now reaches across the U.S. and around the world. Our partnerships have taken us to China, New Zealand, Mexico, Canada, United Arab Emirates, Sweden and Australia and our work has been featured in numerous publications including *EdWeek*, *Live Happy*, and *US News and World Report*. But...no matter where we are working or who we are talking to some things never change. It will always be true that:

- we are driven
- we are grounded in science
- we are uncommon
- we are system activators
- we make a difference

**Our Core Purpose**

We create extraordinary strengths-based learning experiences that boost engagement, learning, and performance and ultimately transform cultures.

**Our Vision**

We envision schools, organizations and neighborhoods as thriving ecosystems where everyone expresses the best within themselves as part of our shared humanity.

**Our Values:**

**Learn Everyday**

Question. Grow. Invent.

**Go Further Together**

Celebrate others. Pay it forward. Together change the world.

**Spread Joy**

Find your passion and share it. Laugh, it is a good thing.

**Lead Through Service**

Take initiative. Activate others' strengths. See the impact.

**Wow Every Time**

Every moment. Every act. At our best.

**To Apply:**

Applications including a cover letter describing your interest and qualifications, your resume, and where you learned of the position should be sent to: [info@mayersonacademy.org](mailto:info@mayersonacademy.org). In order to expedite the internal sorting and reviewing process, please include your name (Last, First) as the only contents in the subject line of your email.

We have a steadfast commitment to diversity in our organization. We strive to create an organizational culture characterized by inclusion and belonging and to exhibit equity in all we do. We are especially interested in candidates who can contribute to our organization’s diversity and who reflect the fullness of society.