

Staff Accountant/Office Manager

Summary of Position:

The staff accountant/office manager is responsible for all Society accounting and the day-to-day management of the Society office.

Duties & Responsibilities:

- Complete daily accounting for the Society and the Society's Foundation.
- Complete bank deposits for both the Society and Foundation and maintain the daily check and deposit records.
- Manage the Society's staff payroll.
- Coordinate and maintain business relationships with Lincoln banks for both the Society and the Society's Foundation.
- Prepare accurate and timely monthly financial statements for the president and the Society and Foundation treasurers.
- Process dues payments.
- Complete and file all Society and Foundation tax forms.
- Prepare documentation for and coordinate the Society, Foundation, and Political Education Committee's annual audits.
- Prepare all Society and Foundation checks for payables.
- Assist the president and Society and Foundation treasurers with management of financial reserves.
- Recommend ways to reduce costs and enhance revenue.
- Organize and update financial records.
- Oversee the office equipment and computer hardware and software.
- Purchase office supplies and furniture.
- Help register Society members and others for CPE and answer any related questions.
- Open Society CPE courses at various locations from time to time.
- Assist the president and other staff members with office projects including answering phone calls and managing incoming emails.

Skills & Qualifications:

- Bachelor's degree in accounting or finance required.
- At least five years' experience in accounting or a related field.
- Strong mathematical and analytical skills.
- Proficiency in Microsoft Word, Excel, and Sage.
- Proven ability to handle multiple projects simultaneously.
- Ability to read and analyze financial reports.
- Strong understanding of federal and state tax regulations.
- Strong attention to detail.