



Accounting Manager Job Description

Summary/Objective

Reporting to the Chief Financial Officer, this position oversees budgetary, financial, and business operation matters for LEARN: Lonestar Education and Research Network. LEARN is a consortium of over 40 organizations throughout Texas that includes public and private institutions of higher education, community colleges, the NOAA, and K-12 public schools. The consortium, organized as a 501(c)(3), connects these organizations, and over 300 affiliated organizations, together with high performance optical network services to support their research, education, healthcare, and public service missions.

The individual will work in a small team environment but will have significant interaction with network and service providers and members ranging from K-20, higher education, system networks, other regional and national networks, content providers, and application providers.

Position Location: Remote work will be considered but Texas residence is required.

Travel Requirements: Occasional travel to LEARN meetings in Texas.

Functions and Areas of Responsibility:

Function:	Description:
Maintain LEARN's financial records	Processes financial documents and data in an efficient and timely manner. Demonstrates knowledge of general accounting principles and practices and the basic application and use of concepts, theories, and terminology of accounting. Monitors financial and operational risks and provides solutions when necessary. Work under the Controller's oversight to close the company's accounting period monthly by the end of the following month. This includes financial statements prepared by the independent CPA, financial and managerial reports like budget vs actual and cash management reports.
Business Management	Create member quotes in NetSuite. Works with appropriate Administrative, Marketing, Member, & Outreach (AMMO), technical/engineering team, and the Controller to ensure all services are quoted accurately. Follow the outlined procedures for new requests and opportunity/project tracking. Attends technical advisory group meetings and special technical workshops, when possible, to ensure understanding of new technical services or requests coming from members.
Credit Cards	Coordinates with employees on credit card transactions. Ensures transactions are reasonable, appropriate, and comply with operational policies and procedures. Verifies all transactions against the supporting documentation provided by the employee. Ensure supporting documentation is attached to the monthly statement. Enters and reconciles transactions in NetSuite. In the event of time off, coordinate with the Controller to serve as back up.
Accounts Payable	Verifies all invoices against agreements and contracts. Ensures all business transactions are reasonable, appropriate, and comply with operational policies and procedures. Resolves billing discrepancies. Processes payments at least weekly to ensure no invoices are overdue and staff reimbursements are processed in a timely manner. Follows the checks and balances process to ensure payments are processed correctly the first time. Enters bills in NetSuite and processes corresponding NACHA file payments. In the event of time off, coordinate with the Controller to serve as back up.
Accounts Receivable	Prepares invoices/statements monthly, quarterly, annually or when a new service is provisioned. Ensures recurring invoices are sent out either via mail or e-mail by the 1st of each month. Prepares cash receipts for deposit and enters in NetSuite. Monitors online cash receipts and posts payments to member accounts in NetSuite weekly. Resolves delinquent accounts over 60 days past due. In the event of time off, coordinate with the Controller to serve as back up.

Purchasing	Prepares and sends Purchase Orders. Sets up and ensures Vendor Records are correct in NetSuite. In the event of time off, coordinate with the Controller to serve as back up.
Reports	Provides a monthly analysis of budget activity and account balances. Analyzes financial records for accuracy. Complies with audit recommendations for proper internal controls. Prepares ad-hoc reports as requested.
Payroll	Processes LEARN's payroll through payroll provider web portals. Ensure all state and federal taxes are being charged accurately and update as necessary. Enter payroll JEs in NetSuite monthly. Collect payment advices for hosted staff and act as liaison to ensure proper payment of LEARN staff from the host institution. Retrieve payroll report monthly from host institution and prepare salary reimbursement invoices. Monitor fund account and make necessary budget revision as needed. Resolve any discrepancies immediately. Ensure fully loaded payroll expenses (LEARN and Host institution) is reflected accurately in the operating budget report. Responsible for managing relationships with independent contractors and preparing end of year 1099 reports as required by the IRS.
Audit	Support the Controller with field work requests as needed.

Other Duties

- This job description is not designated 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.

Required Qualifications

- Six years direct work experience in accounting or bookkeeping or a combination of related education and direct experience to equal six years.
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Excellent written and verbal communication skills.
- Attention to detail.
- Proficiency in MS Office including Excel, Access, Word, and PowerPoint
- Intermediate to Advanced Excel literacy
- Analytic & detail oriented with good organizational skills.
- Ability to meet firm deadlines.
- Strong math aptitude.

Preferred Qualifications

- Bachelor's Degree with an accounting, finance, or business major
- Experience with grant accounting
- Experience working at a non-profit
- Experience with NetSuite

To apply for this job, please submit a cover letter, resume, and application (found on the next page) in PDF format to jobs@tx-learn.net with "Accounting Manager" as the subject line.

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

www.dhs.gov/E-Verify

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



E-VERIFY IS A SERVICE OF DHS AND SSA

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APPLICATION FOR EMPLOYMENT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

ANSWER ALL QUESTIONS - PLEASE PRINT

Applicant's Name (Last) (First) (Middle)*	Date of Application
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Are you known by any other names or aliases, including a maiden name? * Yes No If Yes, what name(s) are you known by?

Applicant's Current Address (Address, City, State, Zip)*

Applicant's Email Address

Date of Birth*	Telephone	Date Available for Work
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Position(s) Applied For (List Job Titles)	Status Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
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Referral Source Advertisement Employment Agency _____ College/Career Placement Office
 Job Fair Employee Other

Have you filed an application or been employed here before? Yes No If yes give date(s)

Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible to be lawfully employed in the United States (proof of citizenship or immigration status will be required upon employment)? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status, etc.) to work legally for our Company in the United States? Yes No

List any friends or relatives employed by the company.
What is the relationship?

Have you ever been convicted of a felony? Yes No

If yes, provide all detail**
**Conviction of a crime will not automatically disqualify you from employment.

EMPLOYMENT EXPERIENCE (List relevant work experience. Start with your present or last job. Include military service assignments and volunteer activities)

Date From	Employer Name	Employer Address
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Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
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1	Supervisor	Reason for Leaving
	Work Performed	
	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?		

Date From	Employer Name	Employer Address
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Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
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2	Supervisor	Reason for Leaving
	Work Performed	
	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?		

Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
3	Supervisor	Reason for Leaving		
	Work Performed	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, What name?	
Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
4	Supervisor	Reason for Leaving		
	Work Performed	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Are you known by another name or do you have a maiden name? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, What name?	

REFERENCES (List professional references only. Do not list friends or relatives)

Name and Title	Address / Phone Number

Education	Name and Address of School	Course of Study	Did you Graduate?	List Diploma / Degree
High School				
College				
Other (Specify)				

PRE-EMPLOYMENT STATEMENT

I represent that my responses set forth in this application are truthful, accurate, and complete. Any and all false or inaccurate statements made by me in this Application or otherwise during the employment evaluation process shall be grounds both for rejecting my Application for employment and, should I be hired by Company, termination of my employment.

I authorize representatives of Company to contact educational institutions and employers designated in this Application for purposes of verification and investigation of my educational and employment background and performance. Such individuals and organizations are authorized to release such information as may be requested by a Company representative. I hereby release all such persons from liability or damages incurred as a result of furnishing such information. I understand that an unsatisfactory reference shall be grounds both for rejecting my Application for employment and, should I be hired by Company, termination of my employment. Should I be employed by Company, I understand that I could be subject to an outside probe if accused of wrongdoing.

Submission of the application does not entitle me to be interviewed by Company. Further, nothing in this Application or in the employment evaluation process shall be construed as either an offer of employment or an obligation on the part of Company to provide any benefit to me. Should I be employed by Company, I agree to comply with any and all employment rules and policies of Company.

After reading all of the terms of this application. I hereby affirm that I understand and agree to the provisions of the same. I also agree that my employment with the Company is on an "at-will" basis, meaning that such employment may be permanently discontinued by either the Company (through discharge or lay/off) or myself through voluntarily quitting at any time without notice and without any recourse of any kind by either party.

I affirm the information in this application is true and complete, and any intentional deception herein may be considered sufficient cause for dismissal.

Date*

Applicant's Signature*

***Required for Background Check**