



## **Missouri NEA – Accounting Specialist – Jefferson City (HQ)**

**Application Deadline: Tuesday, March 19, 2024**

Missouri NEA is seeking applicants for the position of Accounting Specialist.

### **JOB DUTIES**

- Maintain accounts payable system, process checks and ACH transactions, record financial transactions, and obtain necessary approvals and signatures, for all Missouri NEA entities,
- Maintain accounts receivable system, process deposits, record financial transactions, and obtain necessary approvals and signatures, for all Missouri NEA entities,
- Maintain fixed assets, inventory records, and prepare appropriate tax filings,
- Prepare and file annual IRS 1096, IRS 1099, and Missouri Ethics Commission Reports for all Missouri NEA entities, and
- Perform other duties as assigned by MNEA management.

### **QUALIFICATIONS/REQUIREMENTS**

- Significant experience or education in accounts payable and accounts receivable,
- Strong Microsoft Office, database, and computer skills,
- Strong verbal and written communication, organization, analytical, and math skills,
- Detail oriented, and
- Ability to multi-task, meet deadlines, and work as a team.
- Ability to work the normal workday shall begin not earlier than 7:30 A.M. and end not later than 5:00 P.M., Monday through Friday. Irregular hours occasionally may occasionally be required.
- Valid driver's license required. A personal vehicle is required for work-related travel and mileage will be reimbursed per company guidelines.
- Ability to assist in meeting arrangements and set up, storage, meeting materials preparation and supply coordination, computer/phone/projector set up.

**Salary Range** Minimum starting salary - \$37,150. Placement on salary schedule depends upon previous relevant experience.

**Office (Worksite) Location:** Missouri NEA Headquarters, 1810 E Elm St, Jefferson City, MO 65101

**Application Procedures:** Any person wishing to be considered for this position should send (1) a letter of application covering their experience, knowledge, and skills regarding the job description/qualifications listed, (2) a completed application, and (3) a current resume with contact information for three references.

**All materials must be sent electronically to  
[careers@mnea.org](mailto:careers@mnea.org)**

**MISSOURI NEA IS AN EQUAL OPPORTUNITY EMPLOYER**

# MISSOURI NEA

1810 EAST ELM STREET, JEFFERSON CITY, MO 65101 • 1-800-392-0236

## APPLICATION FORM – PROFESSIONAL/ASSOCIATE STAFF POSITION

You are not required to furnish any information which is prohibited by federal, state, or local law.

Candidates selected for interviews may be subject to background checks.

Last Name	First Name	Middle Name			
Home Address		City	State	Zip	Home Phone
Email Address					Cell Phone

Position for which you are applying
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SECTION I, II & III ARE INTENDED TO SUPPLEMENT THE INFORMATION PROVIDED BY YOUR RESUME. IF INFORMATION REQUESTED BELOW IS ALREADY INCLUDED IN YOUR RESUME, SIMPLY INDICATE “SEE RESUME” IN SPACE PROVIDED.

### I. Employment Experience (Please start with your present/most recent position.)

A.	Employer		Address		
	City	State	Zip Code	Area Code	Telephone No.
	Kind of Business		Employed from to		
	Title		Compensation		
	Nature of Work				
	Name and Title of Supervisor				
	Reasons for Leaving or Desiring to Change				

B.	Employer		Address		
	City	State	Zip Code	Area Code	Telephone No.
	Kind of Business		Employed from to		
	Title		Compensation		
	Nature of Work				
	Name and Title of Supervisor				
	Reasons for Leaving or Desiring to Change				

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**C.**

Employer		Address		
City	State	Zip Code	Area Code	Telephone No.
Kind of Business		Employed from _____ to _____		
Title		Compensation		
Nature of Work				
Name and Title of Supervisor				
Reasons for Leaving or Desiring to Change				

**II. Education**

<b>Highest Level of Education Completed:</b>				
<b>High School:</b>		<b>Location</b>		
<b>College/Graduate School:</b>				
Name/Location	From	To	Degree	Major

**III. Activities**

Membership in professional or job-related organizations (you may exclude racial, religious and nationality groups):
List hobbies and extracurricular activities you enjoy.
Publications, professional licenses or special honors or awards:
What qualifications, abilities, and strong points will help you succeed in this job?

**IV. Miscellaneous**

Have you ever been convicted of a misdemeanor or a felony? (Do not include arrests or criminal charges <u>not</u> resulting in a conviction.) If so, please describe in detail the charge(s) and the incident(s) upon which the conviction was based:
Do you currently have a valid state driver's license and automobile insurance? # Yes    # No
<b>OPTIONAL:</b> Please indicate your ethnicity/race:  Please indicate your gender:
How did you find out about this opening?