



## Accounting Position

Massachusetts Interscholastic Athletic Association, Inc. (MIAA) has a full-time (37.5 hrs per week, in-person) position available in the Accounting Department. The ideal candidate must be comfortable with all aspects of accounting. This position is currently focused on Accounts Receivable, with the intention of expanding as the candidate takes on additional opportunities within the accounting department.

### Job Description

- Accounts Receivable:
  - Enter sales orders, prepare invoices, record payments, mail statements
  - Follow up on outstanding invoices and handle inquiries
  - Identify and correct any errors/issues with invoices
  - Provide outside auditors with related information
  
- Additional opportunities:
  - General Ledger account reconciliations
  - Payroll processing using ADP
  - Accounts Payable
  - Assist with audit
  
- Additional responsibilities may include:
  - Cover phones when receptionist is unavailable
  - Assist with conferences, meetings, and other functions (onsite and offsite)

### Requirements

- Bachelor's degree in accounting or Associate's degree with 5+ years related experience
- Proficiency with all aspects of accounting
- Knowledge of Sage 100 Accounting Software is highly desirable
- Proficiency with Microsoft Office Suite, especially Excel a must
- Strong analytical & communication skills
- Detail-oriented
- Ability to work independently and as part of a team
- Identify opportunities for process improvement

**Send Resume and Letter of Interest to Bonnie LeMote at [blemote@miaa.net](mailto:blemote@miaa.net).**

**Application deadline: November 22, 2024**