

# AR Accounting Assistant

The National School Boards Association (NSBA) is seeking an experienced individual to support the Finance Team in processing daily cash and credit card transactions; responds to customer and employee inquiries that relate to invoices and payments; responsible for processing of membership and miscellaneous invoices; assist with the monthly report related to renewal, expired and terminated membership dues.

## Essential Functions and Responsibilities

Responsibilities include but are not limited to:

- Posts check and credit card payments and reviews for accuracy
- Monitors daily lockboxes and prepares online deposits
- Prepares monthly membership updates (dues renewals, expired and terminated) and distributes related information to Membership Departments
- Researches questionable and unapplied items. Provides customer service by researching and responding to inquiries related to invoices, payments, credit card charge backs, and other discrepancies
- Generates membership dues and miscellaneous invoices to include (advertising, sponsorships, and third-party reimbursements)
- Manages files for A/R invoices. Proofs and mails invoices and monthly statements
- Assists the Finance Team and perform other duties as assigned

## Required Qualifications

High School Diploma, or equivalent; two years accounting experience; knowledge of credit card processes; experience with Quickbooks and CRM platforms; must have strong attention to detail and be deadline-oriented; critical thinking and problem solving skills; intermediate or above skill level in Excel and excellent oral and written communication skills

## Preferred Qualifications

Working knowledge of MS application, Dynamics 365 CRM Data Analysis & Querying and Quickbooks

## How to Apply

Qualified applicants should send resume, cover letter & salary requirements to: NSBA, Attn: HR/CPE Director, 1680 Duke Street, 2FL, Alexandria, VA 22314-3493. Resumes may be e-mailed to [jobs@nsba.org](mailto:jobs@nsba.org).