

Accounting Manager

National Institute for Excellence in Teaching (NIET)

The Accounting Manager reports to the Director of Finance and Business Operations and is responsible for all areas related to accounting functions and financial reporting. This position will be responsible for daily, weekly and monthly accounting tasks; and activities including payroll, accounts receivable/payable, general ledger, month financial statements, and participation in monthly and annual forecast conversations. This position must meet tight deadlines and perform a multitude of accounting activities including general ledger preparation and financial reporting.

Duties May Include, But Are Not Limited to:

- Apply a thorough understanding of the financial reporting and general ledger structure;
- Ensure an accurate and timely monthly, quarterly and year-end close;
- Ensure the timely reporting of all monthly financial information;
- Initiate budget and forecasting activities;
- Monitor and analyze work to develop more efficient procedures and use of resources while maintaining a high level of accuracy;
- Interface with other NIET staff to verify transaction report data and issues;
- Respond to inquiries from the President, Director of Finance and Business Operations and other senior management regarding financial results and special reporting requests;
- Work with the retained CPA firm to ensure a clean and timely year-end audit;
- Ensure all financial reporting deadlines are met; and
- Assist in development and implementation of new procedures and features to enhance workflow.

Recommended Qualifications:

- BA/BS in Accounting or Finance or Business Management with an emphasis in Accounting required; CPA preferred;
- Five to seven years prior experience in the accounting/financial reporting areas. Non-profit experience strongly preferred;
- Must be PC proficient. Must have strong experience with Microsoft Excel and Word;
- Strong verbal and written communication skills;
- Strong interpersonal, supervisory and customer service skills required; and
- Ability to multi-task, work under pressure, meet deadlines and thrive in a fast-paced work environment.

Location of Position: *Fayetteville, Arkansas*

To Apply:

Please submit resumes to jobs@tapsystem.org.

No phone inquiries please.

Background on NIET and the TAP System

In 1999, the Milken Family Foundation introduced TAP: The System for Teacher and Student Advancement (www.tapsystem.org), a new initiative developed to restructure and revitalize the teaching profession. TAP's comprehensive, research-driven reform model provides differentiated compensation for teachers based on teachers' performance in the classroom and the performance of their students; a fair, transparent accountability system; continuous on-site professional development; and career advancement opportunities. In 2005, the growing recognition of teacher quality issues, coupled with TAP's increased implementation and support, catalyzed the establishment of an independent, non-profit 501(c)(3) public charity known as the National Institute for Excellence in Teaching (NIET). TAP is implemented as a partnership between NIET and sponsoring agencies such as state departments of education and/or public and private school districts and schools. In 2011, NIET created the Best Practices Center (www.niet.org/bestpracticescenter). With proven results and leadership in educator effectiveness, the Best Practices Center works with states, districts, and schools that are rethinking teacher evaluation and the support systems that are needed for improvement. NIET is located at 1250 Fourth St., Santa Monica, CA 90401. www.niet.org

