

<b>TITLE:</b>	<b><i>Staff Accountant</i></b>
<b>CLASS:</b>	<ul style="list-style-type: none"> <li>• Non-Exempt or Exempt employee, depending on experience. Reports to the Comptroller</li> </ul>
<b>SUMMARY:</b>	<ul style="list-style-type: none"> <li>• Responsible for receipt and documentation of monies, verification and organization of accounting reports, processing of deposits, receipt and research of credit card sales. Responsible for the overall management of <i>Model Aviation</i> and <i>Park Pilot</i> magazine advertising, Sport Aviator and other online advertising, classified ads, and Hobby Shop Accounts. Responsible for processing payroll, related payroll reports, garnishments, 403b payments, and taxes, etc. Assist Comptroller in month end closing.</li> </ul>
<b>RESPONSIBILITY:</b>	<ul style="list-style-type: none"> <li>• Balance money and charge cards received with daily reports.</li> <li>• Ensure that monthly invoicing for magazine advertisers and hobby shop accounts is performed in a timely fashion.</li> <li>• Ensure that commissions paid on magazine advertising receivables are accurate, timely, and properly documented.</li> <li>• Oversee the preparation of reports that verify and document the receipt of money from magazine advertising sales and Hobby Shop magazine sales programs.</li> <li>• Review and make recommendations concerning advertising contracts and requests for open credit terms.</li> <li>• Interface with the Director of Publications to keep him/her apprised of account activity and aging.</li> <li>• Maintain ongoing collection efforts and send out collection letters.</li> <li>• Uphold and support existing accounting practices and policies, and insure policies are written down and updated as needed.</li> <li>• Process donations and send thank you letters.</li> <li>• Maintain the Walk of Fame, order bricks, and have them installed.</li> <li>• Contact debtors concerning returned checks or credit card chargebacks.</li> <li>• Process payroll and ensure that garnishments, 403b payments, insurance and taxes are paid.</li> </ul>
<b>ESSENTIAL FUNCTIONS:</b>	<ul style="list-style-type: none"> <li>• Receive and verify monies and attached or submitted documentation for all monies presented for deposit to the Accounting Department. Run tapes to verify accuracy, and work directly with department personnel to locate differences.</li> </ul>

- Complete deposit slips and process each check through the encoder.
- Verify all reports and documents and deposit monies to the proper banking facility for Hobby Shops, advertising and for all departments including Membership, Supply & Service, Plans, Competition, Marketing, Model Aviation, Safety & Benefits, Administration, Museum and all other miscellaneous monies submitted. Personally drive the deposit to the bank or guarantee that it will be done by an authorized member of the Accounting Department
- Accurately record deposits on daily accounting report. Explain and detail items as necessary to the Comptroller.
- Keep accurate information and file paperwork in an organized manner. Provide timely information to management requests for any necessary documentation required for accounts receivable or financial reporting needs.
- Enter payments, monthly sales report, and account adjustments for *Model Aviation, Park Pilot, Sport Aviator*, and website advertising. Process the invoices, statements, and collection letters. Check monthly balances, run monthly activity reports, and present verified and balanced financial reports to the Comptroller. Discuss overdue accounts and customer service calls with the Comptroller and the Publications Director. Handle all customer account calls, research and resolve customer problems, and create specialized correspondence to strengthen customer and public relations. Maintain direct contact with Advertising Representatives to discuss and handle customer accounts and billing specifics. Keep accurate records of commissions due to the Advertising Representative and submit for payment at the end of each month.
- Enter payments and returns for Hobby Shop services. Processes monthly computerized billing cycle and verify reports. Manage the mailing of the monthly statements and the Hobby Shop's return program. Handle all customer account calls, research and resolve customer account problems, and create specialized correspondence to strengthen customer and public relations. Discuss customer service calls and overdue accounts with the Comptroller and the Publications Director. Maintain ongoing collection attempts and send out collection letters on overdue accounts.
- Manage the receipt and reporting of income derived from *Model Aviation* classified advertising, AMA website advertising and Sport Aviator advertising.
- Review credit applications and make recommendations concerning acceptance to the Director of Publications.
- Make recommendations to the Comptroller and then to the Director of Publications concerning accounts that should be turned over for collection, or accounts that are determined to be uncollectable and should be written off.
- Provide assistance to the Membership Department to research and locate customer requests concerning lost checks or input errors.

	<ul style="list-style-type: none"><li>• Organize accounting forms, equipment, and procedures to use and follow at AMA Nationals, trade shows, competitions, and events, and balance reports and monies when event is completed.</li><li>• Perform related duties as assigned.</li></ul>
<b><i>CREDENTIALS AND EXPERIENCE:</i></b>	<ul style="list-style-type: none"><li>• Two year or four year degree in Accounting</li><li>• Banking and collections experience required.</li><li>• 45-55 wpm</li><li>• Knowledge of Excel, Word, Quickbooks, and other computer software.</li><li>• Organizational skills must be exceptional, along with written communication skills.</li><li>• Five year experience in Accounting needed.</li></ul>