Accountant

Department	Finance
FLSA Status	Exempt
Reports to:	Chief Financial Officer

JOB SUMMARY

The LEARN Accountant oversees the budgetary, day-to-day financial, and business operations matters for LEARN (Lonestar Education and Research Network). Processes accounts payable, accounts receivable, and manages invoices and purchase orders. This position has significant interaction with members, vendors, network and service providers from other networks and organizations and works closely with the Chief Financial Officer on all finance related activities for the organization.

ESSENTIAL FUNCTIONS

- Maintains LEARN's financial records by processing financial documents and data utilizing general accounting principles and practices.
- Maintains the LEARN general accounting email (cleans up, responds, research, etc.)
- Work closely with other members of finance team facilitating monthly accounting period close process.
- Creates member quotes in NetSuite ensuring all services are quoted correctly and following outlined procedures for new requests and opportunity/project tracking.
- Maintains accounts receivable entries and reconciliations within NetSuite, including recording of member deposits. Provide member statements quarterly or as needed.
- Coordinates employee credit card transaction reconciliation, obtaining and verifying supporting documentation.
- Verifies all invoices against agreements and contracts; processes payments in a timely manner and resolves billing discrepancies through vendor reconciliations.
- Prepares sales orders/invoices/statements and ensures recurring invoices are sent by the 5th of each month. Monitors online cash receipts and posts payments to member accounts.
- Update financial reporting to reflect products and services added or removed throughout the year, maintaining budget to actual tracking.
- Prepares and sends Purchase Orders. Creates accurate Vendor Records in NetSuite.
- Work with technical team to ensure equipment is received and created/updated in NetSuite.
- Manages relationships with independent contractors and vendors.
- Complies with and supports audit requests and recommendations.

OTHER DUTIES

- Provides member support for questions related to member invoices and contract terms.
- Attends LEARN Board meetings and in-person staff events, as needed.

This job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EDUCATION & EXPERIENCE

- Minimum requirement: Bachelor's degree + 2 years' experience or 6 years of equivalent combination of education and experience.
- Grant accounting experience preferred.
- Non-profit experience preferred.
- NetSuite experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent written and verbal communication skills.
- Attention to detail.
- Strong math aptitude.
- Intermediate to advanced proficiency in MS Office (Excel, Access, Word, and Power Point).
- Analytic with good organizational skills.
- Able to meet firm deadlines.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position Location: Strong preference is for this position to be based in the Dallas Metro area and operate from a home office in a virtual office environment. Work outside of an established schedule and working hours, including weekends and holidays, may be required.
- Travel Requirements: Travel up to six (6) times per year is expected for this role. Travel includes visiting existing and future member venues and LEARN sites throughout Texas as well as to Regional & National meetings and conferences in North America. Some overnight travel up to six (6) times per year is expected.

- Position requires access to a reliable vehicle, a valid TX driver's license and ability to travel by car or air.
- This role requires prolonged sitting and working on a computer in a home office setting.
- Regularly required to stand, walk, sit, use hands; and reach with hands and arms.
- Must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

To apply for this job, please submit a cover letter, resume, and application (found on the next page) in PDF format to jobs@tx-learn.net with "Accountant" as the subject line.

![LEARN - LONESTAR EDUCATION AND RESEARCH NETWORK]

APPLICATION FOR EMPLOYMENT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

ANSWER ALL QUESTIONS - PLEASE PRINT

Applicant's Name (Last) (First) (Middle)*	Date of Application

Are you known by any other names or aliases, including a maiden name?*   Yes   No   If Yes, what name(s) are you known by?

Applicant's Current Address (Address, City, State, Zip)*

Applicant's Email Address

Telephone	Date Available for Work

Position(s) Applied For (List Job Titles)	Status Desired Full Time Part Time Temporary

Referral Source   Advertisement   Employment Agency _____   College/Career Placement Office

                              Job Fair   Employee   Other

Have you filed an application or been employed here before?   Yes   No   If yes give date(s)

Are you 18 years of age or older? Yes No	Are you eligible to be lawfully employed in the United States (proof of citizenship or immigration status will be required upon employment)? Yes No

Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status, etc.) to work legally for our Company in the United States?   Yes   No

List any friends or relatives employed by the company.

What is the relationship?

Have you ever been convicted of a felony?   Yes   No

If yes, provide all detail**
**Conviction of a crime will not automatically disqualify you from employment.

EMPLOYMENT EXPERIENCE (List relevant work experience. Start with your present or last job. Include military service assignments and volunteer activities)

Date From/To	Employer Name		Employer Address		
	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate	
1	Supervisor	Reason for Leaving			
	Work Performed			May we contact Yes No	
	Are you known by another name Yes No If yes, What name?				
Date From/To	Employer Name		Employer Address		
	Employer Phone Number	Job Title	Starting Salary/ Hrly Rate	Final Salary/ Hrly Rate	
2	Supervisor	Reason for Leaving			
	Work Performed			May we contact Yes No	
	Are you known by another name Yes No If yes, What name?				

Date From/To	Employer Name	Employer Address		
	Employer Phone Number	Job Title	Starting Salary/ Hrly Rate	Final Salary/ Hrly Rate
3	Supervisor	Reason for Leaving		
	Work Performed		May we contact Yes No	
	Are you known by another name Yes No If yes, What name?			
Date From/To	Employer Name		Employer Address	
	Employer Phone Number	Job Title	Starting Salary/ Hrly Rate	Final Salary/ Hrly Rate
4	Supervisor	Reason for Leaving		
	Work Performed		May we contact Yes No	
	Are you known by another name or do you have a maiden name? Yes No If yes, What name?			

REFERENCES (List professional references only. Do not list friends or relatives)

Name and Title	Email Address / Phone Number

Education	Name and Address of School	Course of Study	Did you Graduate?	List Diploma / Degree
High School				
College				
Other (Specify)				

PRE-EMPLOYMENT STATEMENT

I represent that my responses set forth in this application are truthful, accurate, and complete. Any and all false or inaccurate statements made by me in this Application or otherwise during the employment evaluation process shall be grounds both for rejecting my Application for employment , and, should I be hired by LEARN, termination of my employment.

I authorize representatives of LEARN to contact education institutions and employers designated in this Application for purposes of verification and investigation of my education and employment background and performance. Such individuals and organizations are authorized to release all such persons from liability or damages incurred as a result of furnishing such information. I understand that an unsatisfactory reference shall be grounds both for rejecting my Application for employment, and should I be hired by LEARN, termination of my employment. Should I be employed by LEARN, I understand that I could be subject to an outside probe if accused of wrongdoing.

Submission of the application does not entitle me to be interviewed by LEARN. Further, nothing in this Application or in the employment evaluation process shall be construed as either an offer of employment or an obligation on the part of LEARN to provide any benefit to me. Should I be employed by LEARN, I agree to comply with any and all employment rules and policies of LEARN.

After reading all of the terms of this Application, I hereby affirm that I understand and agree to the provisions of the same. I also agree that my employment with LEARN is on an "at-will" basis, meaning that such employment may be permanently discontinued by either LEARN (through discharge or layoff) or myself through voluntarily quitting at any time without notice and without any recourse of any kind by either party.

I affirm the information in this application is true and complete, and any intentional deception herein may be considered sufficient cause for dismissal.

_____   _____

Date*   **Applicant's Signature***

*Required