



ACCOUNTING & HUMAN RESOURCES MANAGER POULTRY SCIENCE ASSOCIATION

The **Poultry Science Association (PSA)** is currently seeking an **Accounting & Human Resources Manager** to assist the Director of Business Operations in managing the financial and personnel functions of the Association.

PSA is a non-profit, professional organization of scientists engaged in academic, corporate, and technical support of the poultry industries with a vision to be the world's most respected source for the poultry sciences. This position is a full-time staff position situated at the PSA Headquarters in Champaign, Illinois.

Among other responsibilities, the Accounting & Human Resources Manager is responsible for coordinating the financial and personnel functions of PSA's operations, and in managing vendors serving the Association's physical facility in Champaign.

This position reports directly to the Executive Director and will interface regularly with the Director of Business Operations, as well as with the Association's Membership & Meetings Manager. Compensation is commensurate with experience.

Travel includes attendance at quarterly Board of Directors meetings and other Association events as may arise in the course of business.

Accounting Duties:

- Responsible for managing day-to-day financial operations, including daily operation of the membership database specific to financial management and reporting.
 - Also serves as backup to the Membership Manager on processing membership applications and meeting registrations.
- Review and reconcile monthly financial activities through the membership database and prepare reports for the Board Secretary-Treasurer.
- Perform month-end and year-end financial operations of the membership database and associated financial reporting.
- Prepare month-end reports and statements and forward to Director of Business Operations for review, and present reports to the Executive Director and Board Secretary-Treasurer.
- Review the monthly financial reports with the Board Secretary-Treasurer and the Executive Director, and assist in preparing regular reports for the Board of Directors.
- Answer questions and provide additional information as requested by the Association's outside auditor firm in preparation of the annual audit.

- Provide audit and tax return information as requested by the auditor firm.
- Review the audit report and tax return with assistance from the Secretary-Treasurer and the Executive Director.
- Prepare the annual budget with assistance from the Secretary-Treasurer and the Executive Director.
- Review, code and process all accounts payable invoices, credit card statements, and expense reports.
- Reconcile monthly bank and investment account statements.
- Process incoming check/cash revenue and prepare bank deposits.
- Review outstanding accounts receivable with the Executive Director.
- File appropriate state (Illinois and Texas) annual reports.
- Work closely with the Executive Director and Secretary-Treasurer to manage the activity of the PSA Foundation Endowment Funds, receipts and payments.

Human Resources Duties:

- Prepare employee payroll and payments to benefits providers.
- Manage employee sick/vacation time.
- Manage and update employee personnel records.
- Provide general administrative support such as preparing correspondence, forms and reports, advertising job positions, recruitment, processing applications, etc.
- Working with third-party providers, administer the employee 401k and health plans, as well as association insurance coverage, under guidance from the Executive Director.
- Work closely with the Executive Director on employment and employee-related issues.

Qualifications:

- Minimum of 3-5 years of office-based experience in non-profit accounting, human resources, or related function required.
- Bachelor's degree in accounting or a closely related field required; CPA designation strongly preferred.
- Demonstrated organizational skills, ability to think and act strategically with the capacity for growth in strategic thinking ability.
- Strong problem-solving skills, and proven project management and continuous improvement experience, detail-oriented and able to prioritize tasks, balance multiple priorities and meet deadlines.
- Open and direct communicator; oral and written communication skills are essential.
- Focus on accuracy and detail.
- Sound judgment and unwavering ethics.
- Self-motivation, independent work habits.

- Strong computer skills and highly proficient with Microsoft Office Suite of software programs.
- Agriculture and/or poultry background helpful, but not specifically required.

Benefits

PSA offers a competitive benefits package including:

- Health Insurance
- Vision/Dental
- 401K with company match
- Paid leave (vacation, sick, and holiday)

This company is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations as applicable.

Best consideration date is September 22, 2023, or until a suitable candidate is identified.

To apply for the position, please email the Executive Director at andy.vance@poultryscience.org. Include a letter of interest, resume, and professional references.

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