



Title: Accountant
Employment Status: Fulltime
Supervisor: Director of Finance
Date Revised: May 23, 2025
Location: KEA Headquarters, Frankfort, KY

KEA Mission and Vision:

KEA is the preeminent voice for quality public education. We unite, organize, and empower our members to advocate for themselves and to ensure a quality public education for every Kentucky student.

Association Values:

- **Advocacy:** Uses effective, meaningful communication and action to promote the interests of school employees and public education
- **Collective Action:** Works together to achieve common goals
- **Integrity:** Demonstrates sincerity, trustworthiness, and reliability
- **Professionalism:** Directs sound judgment, empathy, and high standards
- **Respect:** Consistently values individuals and their contributions
- **Unity:** Lays the foundation for a strong association through shared vision

Summary of Position:

The Accountant is responsible for assisting with the day-to-day operations and processes in the finance and accounting department in accordance with the duties set out in this job description, or as directed by the Director of Finance. The accountant is not responsible for the supervision of staff. This is a full-time position principally located on-site at the Association's headquarters.

Education & Experience:

- B.A. or B.S. degree in business field with a strong emphasis in accounting
- Additional certification (CPA) is a plus, but is not required
- At least 3 years' experience doing accounting or bookkeeping work in an office environment
- Advanced MS Excel skills (including Vlookups and pivot tables) strongly preferred

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Essential Position Responsibilities:

The Accountant will assist with accounting, auditing and budgeting of the Association; Maintain the accounting records; Analyze accounts and prepare account reconciliations monthly to ensure accurate reporting and ledger maintenance; Post to, and edit, the General Ledger including preparing and posting journal entries; Complete all necessary tasks to achieve month end close and reporting on a timely basis and within deadlines; Assist in the preparation of financial reports; Perform other related duties as assigned.

Technical Competencies:

Budget Formulation Assistance: Assists in the budget planning process, as directed.

- Maintains an awareness of timing/milestones in the budget cycle, differences in fund sources and types (e.g., appropriated, non-appropriated/gift funds)
- Researches discrepancies in budget information and consults with the Director of Finance to resolve identified discrepancies
- Understands the general purpose and benefit of budgeting, the various types of budgeting, and basic budgeting terminology

Financial Management Assistance: Performs moderately complex activities related to maintaining a complete and accurate general ledger.

- Prepares and post journal entries with thorough supporting documentation
- Enters and/or reviews all financial transactions ensuring proper categorization and coding
- Maintains and reconciles balance sheet and general ledger accounts, immediately bring inconsistencies and/or issues to the attention of the Director of Finance
- Prepares and post journal entries with thorough supporting documentation
- Conducts monthly reconciliations of bank statements
- Performs assigned monthly, quarterly, and annual general ledger closing processes
- Reviews and explains variances to budget and to previous reporting periods on a monthly and annual basis
- As directed, prepares for and executes budget spending throughout the year to ensure full utilization of resources within allocations, which includes monitoring, shifting funds, submitting timely procurement requests, and using professional judgement to identify additional or different budget requirements that arise
- Updates electronic vouchering system reporting and keeps expense approvals up to date to ensure timely payment of vouchers and posting of transactions to the general ledger

Information Security: Ensures the confidentiality, integrity, availability, reliability, and non-repudiation of the organization's information contained in and transmitted from systems and networks by implementing security laws, regulations, policies, standards, and control techniques.

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Reconciliation and Financial Reporting: Prepares, reviews, and provides updated financial information for monthly, quarterly, and yearly reconciliation and financial statements, and other financial reports as required.

- Analyzes the data used to prepare the financial reports
- Creates financial spreadsheets, charts, and reports that contain relevant business performance data that can be clearly understood by financial and non-financial employees
- Identifies and resolves variances in data trends
- Assist in year end audits and other accounting related projects

Other Requirements:

- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties that may include sitting and standing for extended periods, operating office equipment, using technology and limited lifting and carrying related to office responsibilities
- Ability to pass a criminal background check
- Ability to work additional hours to meet deadlines as necessary.
- Willingness to travel as necessary to meet the job demands
- Willingness to work regular, in-person hours at KEA Headquarters

Salary range: \$65,000 and up, depending on credentials and experience

Benefits: KEA offers fully paid single and family Health, Dental, and Vision Insurance; employer paid term life insurance; generous paid time off; and participation in a defined benefit pension plan.

Application process: Candidates must complete the [KEA employment application](#), attach a resume, and provide contact information for professional references. Information can also be found at www.kea.org> About Us> Careers at KEA.

Deadline: The initial deadline for submission is **Friday, June 6, 2025**, but may be extended. The position will remain open until filled.

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