Region & State Accountant

**FLSA:** Exempt, Full-Time  
**SUPERVISOR:** Director of Finance  
**SUPERVISORY RESPONSIBILITIES:** None at this time

As the leading voice and ally of choral music in the United States, the American Choral Directors Association is dedicated to serving teachers and directors of choral music through education, performance, composition, and advocacy. ACDA is a 63-year-old, $3M membership association of over 12,000 choral professionals and industry partners nationwide. ACDA supports the choral profession through programming, festivals, workshops, symposia, choral program exchanges, international efforts, publications, peer networking, professional development, and conferences. Our entire purpose is to serve and support choral teachers and directors of children and youth choirs, community choirs, K-12 choirs, music and worship, and collegiate and professional ensembles. ACDA has made a commitment to access, diversity, equity, and inclusion (ADEI) and considers this work within the choral field to be central to our mission. With chapters in every state in the U.S., over 1 million choral participants are affected by the work of ACDA every year. ACDA has an 12-member, well-respected staff. The organization is located in Oklahoma City, Oklahoma.

**POSITION DESCRIPTION:**

The Region/State Accountant is responsible for the financial accounting, reporting, and management of the Association’s Region and State chapters. This includes the onboarding, training, and on-going support of volunteer treasurers for ACDA’s Region and State chapters.

**ESSENTIAL FUNCTIONS AND DUTIES**

**Region Duties, coordinated with volunteer Region Treasurers**

- Advise leadership in the areas of cost management and revenue forecasting in assembling budgets
- Maintain timetable for payment of conference/event contracts
- Manage transactions through multiple software applications and bank gateways
- Process and record deposits and expenditures
- Reconcile bank accounts
- Review and process fund requests for payment
- Compile end of conference financial reports for each region

State Chapter Duties
- Train state treasurers and create resource materials and workshops
- Assist with bank support documentation
- Set up accounting systems
- Ensure compliance with IRS regulations
- Reconcile bank accounts quarterly
- Support state board members with historical information, trends, and analysis

Overall Association Duties
- Develop and refine methods for the dissemination and clarification of financial information to the Region and State leadership
  - Implement and maintain uniform accounting systems for the regions and state chapters
  - Review and develop financial policies and procedures
  - Effectively communicate accounting and financial matters to the leadership

- Assist with preparation of the annual audited financial statements
  - Prepare supporting documentation and schedules
  - Propose year end journal entries
  - Create Region and state chapter financial statements.

- Prepare and file annual 1099 forms.
  - Comply with all IRS deadlines
  - Maintain all independent contractor agreements and contracts,
  - Maintain all related W-9 forms,
  - TIN checking and submitting info to IRS on time

Volunteer Management Duties include
- Effectively communicate financial policies to volunteer treasurers
- Manage submission timelines from volunteer treasurers to the National office
- Maintain on-going communication with volunteer treasurers
- Provide onboarding and on-going training (as needed) to volunteer treasurers to ensure they can effectively carry out their duties
- Maintain accurate records of contact information for volunteer treasurers and share this information with the membership team.

Other Duties as Assigned – Perform tasks as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:
- Bachelor’s degree in Accounting or a Bachelor’s degree in another field with equivalent coursework in accounting from an accredited institution
- Minimum of three (3) years of related work experience.

SKILLS & KNOWLEDGE REQUIREMENTS:
- Ability to manage data and data sets within automated systems, such as association management software
- Excellent planning and project management skills, including the ability to establish priorities and accomplish goals
- Excellent interpersonal communication skills, especially in the management of volunteers
- Ability to analyze and solve problems creatively and strategically
- A positive attitude and earnest interest in being part of a service-oriented organization
- A collaborative spirit and the desire to develop strong ties with members, staff, and volunteer leaders.
- Committed to creating and supporting a diverse, equitable, inclusive workplace and organization
- An ability to be flexible and adaptable in an organization that is rapidly changing
- Proficiency in QuickBooks Online, MS office (Word & Excel) and Google (Drive, Calendar, Email) and proven capacity to develop technology skill sets needed to operate virtual email programs and database systems.

PREFERRED SKILLS & KNOWLEDGE:
- A deep appreciation for and/or personal connection to the performing arts, specifically choral or instrumental music.
- Prior experience in a member-focused organization
- Familiarity with AMS-Fonteva and/or Salesforce platform a plus

The above is intended to describe the general requirements for the performance of this job and is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.
POSITION DETAILS:

**Work Location:** ACDA is located in Oklahoma City, OK. This position requires physical presence in Oklahoma City a minimum of one time per week, and more during training and high business time, but on the other days is a work-from-home position.

**Work Schedule:** The National office operates on central time with core work hours between 8am-5pm central, Monday-Friday.

**Travel:** Minimal travel may be requested

PHYSICAL REQUIREMENTS:

Must be able to sit six (6) to eight (8) hours. Must be able to communicate with internal and external stakeholders. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to walk, stand, use hands to finger, handle, or feel; and to reach with hands and arms. While performing the duties of this position, the employee is exposed to computer and video monitors, speakers, and multiple interruptions. During conferences, the employee is also exposed to loud noises and crowded locations.

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 of this position.

COMPENSATION AND BENEFITS:

- Salary range is $55,000-$65,000 depending on experience
- ACDA offers fully paid medical, dental, vision, and long term disability insurance. Additionally, ACDA makes an employer contribution of 9% into a 403b retirement fund for the employee.

TO APPLY:

Email a cover letter expressing your interest and qualifications and your resume to careers@acda.org. No phone calls, please. The position will remain open until filled. While flexible for the right candidate, we are wanting to fill this position as soon as possible to provide adequate cross-over training due to a staff retirement.
The American Choral Directors Association provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.