



JOB APPLICATION PACKET:

Position Opening:

Executive Assistant - Accounting

Required Application Materials:

1. Letter of Application
2. Resume
3. Printed and completed MSHSAA "Application for Employment"
(link on MSHSAA website)
4. College Transcripts (if applicable)

Please return by mail or in person to:

MSHSAA Office – Accounting Position Opening

Attn: Stacy Schroeder

1 N. Keene St., P.O. Box 132

Columbia, MO 65205-1328

This document is available as a word document,
by request to Stacy Schroeder (stacy@mshsaa.org)

MSHSAA POSITION DESCRIPTION: *Executive Assistant – Accounting*

Job Summary: The employee in this position will be involved in most aspects of the accounting system under the direction of the Accounting Manager. Responsibilities include, but not limited to, data entry, customer support, records management, and support of digital ticketing.

Work Schedule: 35 hours per week, overtime availability during championship events

Duties and Responsibilities:

- Accounts Receivable
 - Prepare daily check log
 - Enter receipts for deposit
 - Generate billing invoices
 - Import card receipt transactions
 - Import of website generated invoices
 - Maintain control records
- Accounts Payable
 - Enter vendor invoices, meeting documents, etc, for payment batches
 - Import of officials payment batches following postseason event settlements
 - Reconciliation of postseason event settlements to accounting system
 - Maintain control records
- Fixed Asset Management
 - Maintain fixed assets inventory
 - Enter/retire fixed assets items in accounting system
 - Maintenance of fleet vehicles
- Digital Ticketing
 - Assist with event setup in box office portal
 - Assist with distribution of event passes
 - Assist with spectator support questions
- Special accounting projects as directed by the Chief Financial Officer
- This position will require daily computer operations in MIP Fund Accounting, as well as daily support to member schools, vendors, and officials
- This position may require assistance at playoff events

Qualifications:

- High School Diploma required; Five years' work experience and/or Bachelor's Degree preferred.
- Strong organizational skills, ability to manage time wisely, and work on several projects concurrently
- Working knowledge of business grammar and style both written and orally
- Proficiency with Microsoft Office Suite
- Accounting experience and background in sports and/or activities desirable
- Ability to work both independently as well as in a group; ability to adapt to changing project needs or demands

Salary Range: \$25-35K; commensurate with applicant's qualifications, experience and credentials

Benefits Include:

- Association provided group health, life and long-term care insurance
- Association provided contributions to self-directed 401k retirement plan
- Flexible Spending Account (FSA) for dependent and/or medical
- Paid vacation and sick leave

The MSHSAA is an Equal Opportunity Employer and does not discriminate on the basis of sex, creed, color, national origin, disability, or age.