

Abilene Association of REALTORS®

Job Title: Coordinator of Finance and Education

Status: Exempt

Reports to: Chief Staff Executive

Position Summary: The Abilene Association of REALTORS is a professional trade organization that works in conjunction with Texas Realtors and the National Association of REALTORS®. The position of Education/Finance Director is responsible for maintaining financial records and reports as well as planning professional development for association members.

Essential Functions Finance:

- Accounting functions utilizing QuickBooks to include monthly balance sheet and all associated budget reports.
- Accounts payable QuickBooks and NAR and Texas Realtor Ecommerce.
- Monthly Bank Reconciliation
- Prepare monthly member invoices utilizing QuickBooks
- Bank Deposits using an automated deposit process
- Excel Reports
- Prepare all associated quarterly tax reports utilizing QuickBooks to include 941, TWC and state sales tax report.
- Prepare annual dues billing statement to members

Essential Functions Education:

- Work closely with volunteer committee to schedule professional development for members.
- Schedule approved courses with Texas Realtors® professional development department.
- Submit final course completions and all associated documentation to Texas Realtors® professional development department
- Prepare online calendar through Association website
- Update Association website as necessary
- Prepares classroom for broadcast courses and webinars
- Performs other duties as assigned

Qualifications:

- Bachelor degree in business or related field
- Customer service oriented
- Excellent computer skills and experience with MS Excel and Word
- QuickBooks proficient
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Salary dependent on experience

Work Environment:

- Ability to walk, stand and sit for long periods of time
- Must be able to lift and carry supplies up to 20 pounds
- Ability to speak and communicate concisely both verbally and in writing
- Ability to view and enter data for long periods of time
- Work staff events and fundraisers after business hours

Please send resume to khogan7961@aol.com

The Abilene Association of Realtors is an Equal Opportunity Employer