



## IOWA CATTLEMEN'S ASSOCIATION

Iowa Cattlemen's Association (ICA), a grassroots organization, represents nearly 8,000 beef-producing families and associated companies dedicated to the future of Iowa's beef cattle industry. ICA's mission is "Grow Iowa's beef cattle business through advocacy, leadership, and education."

**Title:** Accountant

**Job Type:** Full-Time (Exempt)

**Reports to:** Chief Executive Officer

**Location:** Iowa Cattle Industry Headquarters,  
Ames, Iowa

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### Position Description

The Accountant represents ICA and is responsible for managing the financial activities of the organization. The position will work closely with the Chief Executive Officer (CEO) to ensure compliance with accounting standards, budget development, and support the overall financial health of the association.

The role involves handling day-to-day accounting tasks, preparing financial statements, managing accounts payable and receivable, payroll, and coordinating audits. The Accountant will positively collaborate with internal teams to assist with department finances.

### Essential Duties and Responsibilities:

#### Financial Management:

- Maintain accurate and up-to-date financial records for the association.
- Monitor and manage cash flow, budgets, and financial forecasts.
- Process financial transactions, including accounts payable and receivable.

#### Financial Reporting:

- Prepare monthly, quarterly, and annual financial statements in accordance with accounting principles.
- Generate financial reports to support decision-making by the CEO, department directors, and board of directors.

#### Compliance:

- Ensure compliance with relevant accounting standards, tax regulations, and nonprofit reporting requirements.
- Coordinate and support external audits and reviews.
- Execute and apply internal controls relevant to finance operations.

- Record and track donations and contributions from sponsorship programs and Iowa Cattlemen Foundation (ICF) contributions.

#### Budgeting:

- Assist in the development of annual budgets in collaboration with department directors and CEO.
- Monitor budget performance and provide regular reports to the board of directors, CEO, department directors, and project/event managers

#### Financial Analysis:

- Conduct financial analysis to identify trends, variances, and opportunities for improvement.
- Provide insights and recommendations to support strategic decision-making.

#### Collaboration:

- Work closely with other departments to gather financial information and support cross-functional initiatives.
- Support project managers to ensure accurate financial reporting, management, and compliance for grant-funded projects.
- Collaborate with the board of directors and CEO to develop financial strategies aligned with organizational goals.

#### Software and Technology:

- Utilize accounting software and financial management tools to streamline processes and improve efficiency.

### Qualifications

- Bachelor's degree in Accounting, Finance, or related field.
- Previous experience, 3 or more years preferred.
- Familiarity with accounting software and financial management tools.
- Strong understanding of nonprofit financial reporting and compliance preferred
- Excellent analytical, communication, and interpersonal skills.
- Detail-oriented with a high level of accuracy.
- Experience using Microsoft Office products, especially Excel, Word, and PowerPoint. Google Suite Platform.

### Benefits

- Competitive wages based on qualifications and experience.
- Benefits package includes health insurance, 401k, holidays, paid time off, professional development, and work-related travel reimbursement.

### Application Information

Deadline: January 14, 2024 for guaranteed consideration; position open until filled.

To apply: Submit cover letter and resume electronically to Bryan Whaley, [bryan@iacattlemen.org](mailto:bryan@iacattlemen.org), or send to Iowa Cattlemen's Association, % Bryan Whaley, 2055 Ironwood Court, Ames, IA 50014.