



## **IBA FINANCIAL OFFICER/BUSINESS MANAGER**

### **Financial Officer Responsibilities:**

- Manage financial records, in conjunction with IBA's Executive Vice President and outside accountant, for the IBA and its multiple bank accounts. This includes entry of invoices, bills, and disbursements into QuickBooks, credit card allocation, and other record keeping as assigned.
- Manage Beef Checkoff collections and compliance program. Establish private treaty compliance analysis and collection point reviews.
- Manage and monitor IBA's accounts receivable and accounts payable.
- Reconciles financial discrepancies between data and financial programs by collecting and analyzing account information.
- Works with auditors and outside accountant to ensure that appropriate monitoring of company finances is maintained.
- Serves as the financial and recordkeeping secretary for IBA's BEEF PAC. This includes preparation of PAC donations and filing PAC reports with the Federal Election Commission, and semimonthly lobbyist expenditure statements with the Illinois Secretary of State.
- Other duties as assigned by the Executive Vice President.

### **Business Manager Responsibilities:**

- Manage IBA's membership database. This includes working with IBA's Director of Industry Programs to update membership records and IBA affiliate leaders.
- Serve as meeting coordinator to facilitate IBA's Board of Governors meetings in conjunction with the Executive Vice President.
- Maintains office efficiency by managing weekly office maintenance, answering phone calls, maintaining office supplies, etc.
- Other duties as assigned by the Executive Vice President.

### **Knowledge and Skills Required:**

- Post-high school training preferred. Equivalent experience may substitute for educational requirements.
- Knowledge of the beef industry is helpful, but not required.
- Proficiency in QuickBooks and MS Office in Windows-based environment.
- IBA Financial Officer/Business Manager reports to the Executive Vice President.

### **Salary and Benefits:**

Salary is commensurate with abilities and experience. Benefits available may include contribution into a Health Savings Account, health, dental and life insurance contribution, sick leave, vacation days and unemployment compensation.

*Position posted April 20, 2018 and will remain open until filled.  
Send cover letter, resume and references to Jill Johnson at [jill@illinoisbeef.com](mailto:jill@illinoisbeef.com) to apply.*