



**Are you a collaborative, adaptable team player with a passion for transforming mission-driven organizations? Strategic Association Management (SAM) is seeking a self-starter with a track record of independently managing multiple projects in a customer/member-facing environment to fill the role of Bookkeeper (Finance Coordinator).**

The Bookkeeper (Finance Coordinator) at SAM serves as an entry-level bookkeeper and ensures partner organization finances are presented accurately and efficiently. Successful candidates will need strong data entry skills with a knack for numbers in order to accurately record all day-to-day transactions for multiple organizations.

The Bookkeeper (Finance Coordinator) must be self-motivated and demonstrate the ability to collaborate with other employees in a fast-paced, flexible environment. The focus of this job is on producing high-quality, detailed work based on established standards, guidelines and procedures. Precise consistent work output is essential, requiring patience and a willingness to handle and complete one task at a time, while also juggling multiple priorities. Consistent error-free work, based on defined regulations and standards, are key measures of job performance success. The job environment promotes steady methodical work output so that job routines can be completed on-time and error-free.

<b><u>JOB TITLE:</u></b>	Bookkeeper (Finance Coordinator)
<b><u>SALARY RANGE:</u></b>	\$43,000 - \$55,000
<b><u>FLSA STATUS:</u></b>	Non-exempt
<b><u>REPORTS TO:</u></b>	Finance & Operations Director
<b><u>LOCATION:</u></b>	Hybrid (Austin area) or Fully Remote (Outside of Austin; Texas residents only)

### **Primary Responsibilities of the Position**

*Responsibilities may include the following for multiple associations:*

- Maintain accurate and complete financial records by recording payments received and expenses paid
- Prepare bank deposits regularly
- Keep accounts payable up to date by preparing checks regularly ensuring each organization's expense approval policy is followed
- Assist team with accounts receivable
- Maintain organized paper and electronic financial records for the finance department
- Work in conjunction with Finance Director to ensure all tax documents and filings are completed and be available to assist with financial audits

### **Experience & Skills Required and Preferred**

- A Bachelor's degree, professional certification or equivalent years of experience
- Experience in a finance, bookkeeping or staff accountant position, or related field
- Knowledge of QuickBooks; knowledge of QuickBooks Online preferred
- Experience working with professional/trade associations/nonprofits is preferred
- Excellent verbal & written communication skills
- A "rolled-up sleeves/get it done" approach to work and role

- Detail-oriented, with strong, effective organizational, problem solving and time-management skills, including the ability to manage multiple tasks and deadlines simultaneously in a fast-paced, deadline-driven environment and set and achieve strategic objectives; standard client load is 10-15 clients
- Must be a self-starter, flexible and adaptable to change, and work both independently and as a strong team player with hands-on customer service skills
- Computer/technology tools proficiency, specifically with Microsoft Office Suite (this role heavily uses Microsoft Excel )and Mac OS (SAM is a Mac environment);
- Must be comfortable in hybrid structure and when in the office, a completely open and flexible office space environment

### **Employee Experience**

- The SAM staff team and culture reflects passionate individuals who create meaningful experiences through engaging and creative service and by honoring a diversity of thought and experience.
- Our values are defined by the active way in which we work to achieve them. In everything we do, it's critical that we consider the ways in which we: *Build Trust, Seek Clarity, Stay Curious, Practice Empathy and Champion Growth*. [LEARN MORE ABOUT OUR CORE VALUES](#).
- SAM is committed to creating and maintaining an employee experience that provides meaningful recognition and incentives, fosters inclusivity and belonging, and ensures professional and personal development and growth.
- The SAM Total Rewards program represents a robust, employee-driven engagement and incentive our program that intentionally addresses seven key elements that make up the comprehensive employee experience: *Compensation, Benefits, Well-Being, Development and Support, Community Impact, Work Environment and Resources, and Diversity, Equity, and Inclusion*. [LEARN MORE ABOUT SAM TOTAL REWARDS](#).

### **JOIN OUR TEAM: Two Steps to Apply**

1. Email a [cover letter of interest](#) and [current résumé](#) to [jobs@sam-firm.com](mailto:jobs@sam-firm.com)
2. All applicants are required to complete an online Predictive Index assessment. To access the assessment, please paste this link in your browser:  
<https://assessment.predictiveindex.com/dpT/bdda67bc-f0e9-41cf-886d-d3b856904ba0?type=candidateba>

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**Strategic Association Management (SAM)** is an association management company (AMC) providing professional management services for a diverse array of organizations. An AMC provides creative staffing, strategic and administrative solutions for association and non-profit organizations. At SAM, a team of experienced professionals takes care of day-to-day operations—increasing efficiency and enabling scalability—so volunteers are empowered to pursue their organization's mission. Through long-term partnerships, our clients experience organizational sustainability, growth and, ultimately, transformation.

SAM will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race, color, national origin, citizenship status, age, religion, disability, sex, pregnancy, sexual orientation, gender identity, military or veteran status, genetic information, or any other category protected by applicable law.