

# IDAHO STEM ECOSYSTEM FINANCIAL OFFICER JOB DESCRIPTION



**Position:** Financial Officer

**Reports to:** Idaho STEM Ecosystem Director

**Hours:** Part Time

**Benefits:** none

**Location:** 100% remote, must reside in the State of Idaho

## **The Idaho STEM Ecosystem (EcosySTEM)**

The EcosySTEM works with education, government, and business partners to catalyze innovation in the state's K-12 education system, increase teacher effectiveness and student learning, and dramatically raise the number of Idaho students prepared for STEM careers. We are creating a state-level, comprehensive network of partners that work collaboratively to coordinate STEM activities across the State. This increased collaboration and coordination will more effectively leverage resources and improve the effectiveness of STEM efforts for all partners.

The EcosySTEM currently has four hubs which are delineated by [Idaho's education regions](#):

1. North and North Central Idaho (Regions 1, 2)
2. Eastern and Southeastern Idaho (Regions 5, 6)
3. Southwestern Idaho (Region 3)
4. Southcentral Idaho (Region 4)

The Financial Officer is a part-time position (estimate 15-25 hrs/week) with Idaho Business for Education (IBE), who hosts the EcosySTEM. IBE is a nonprofit (501c3) and is a group of more than 250 business leaders across the state. IBE seeks to create the highly educated and skilled workforce Idaho employers need for businesses to thrive in the 21st century. IBE strives to be a driving force in the development of an Idaho education system that results in graduates who have post-secondary credentials and are workforce ready. Visit [idahobe.org](http://idahobe.org) for more details.

## **Financial Officer Job Description**

This position will oversee the budgets, expense sheets, travel reimbursement, and other internal finances of the EcosySTEM. They will assist the Director and Program Coordinator in establishing efficient and sound practices to guide the work and manage internal fiscal documents such as travel and expenditure reimbursement. They will also process grant awards and track these expenditures. Payroll is handled by an outside firm and will NOT be a task they need to perform.

They will work closely with the IBE fiscal team that oversees the accounting department for the IBE. The EcosySTEM awards grants and conference sponsorships across Idaho.

- This position will be 100% remote, but there is office space available if/when they are needed in the office for meetings
- It is estimated that this position will work 15-25 hours/week
- Pay range is between \$30.00-\$35.00/hour depending on experience
- This position does not receive benefits

### **Responsibilities**

- Document financial transactions by entering account information
- Maintain accounting controls by preparing and recommending policies and procedures
- Reconcile financial discrepancies by collecting and analyzing account information
- Secure financial information by completing database backups
- Verify, allocate, post, and reconcile transactions
- Produce error-free accounting reports and present their results
- Review and recommend modifications to accounting systems and generally accepted accounting procedures
- Prepare financial statements and produce budget according to schedule
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Communicate effectively with team
- Contribute to a strong client relationship through positive interactions with client personnel
- Communicate with Director on work status and client issues that arise
- Routes invoices related to grant awards, MOA's/MOUs, contracts, and reimbursements to IBE fiscal team
- Assist award applicants with funding questions related to their grant or sponsorship award

### **Required Qualifications:**

- Thorough knowledge of accounting and bookkeeping tools and practices
- Experience with creating financial statements
- Experience with general ledger functions and the month-end/year-end close process
- Excellent accounting software user and administration skills
- Accuracy and attention to detail
- Bachelor's Degree in appropriate field of study or equivalent work experience
- Experience interpreting, applying, and explaining state and federal laws and regulations related to financial documents and processes
- Proficient in Microsoft Office including a solid knowledge of Excel for tracking
- Detail-oriented with exceptional reading, writing, and technical communication skills
- Self-motivated and able to work independently
- Ability to communicate and demonstrate excellent customer service
- Ability to work as a team player in a fast-paced work environment, prioritize workload, be flexible, and multi-task

Send resume and cover letter to: Erica Compton at [erica@idahostem.org](mailto:erica@idahostem.org) by December 22, 2023.