



IGLTA

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JOB DESCRIPTION -
ENTRY LEVEL BOOKKEEPER - REMOTE WITHIN SOUTH FLORIDA

The International LGBTQ+ Travel Association (IGLTA) is seeking a highly motivated, finance-focused individual with excellent communication, account management, and organizational skills to join our team as **Accounting Coordinator**. Although this is a remote, full-time position (40 hours per week), we are only considering applicants based in South Florida (USA) that demonstrate experience in North American business. The scope of work includes data/transaction entry, the creation of reports from all financial transactions performed throughout the fiscal year, processing invoices, collections, and monitoring accounts payable & receivables. In addition, the role supports the efforts of the VP - Finance with administrative matters as well as assisting in initiatives involving outside vendors and suppliers. There is minimal travel included with this position.

IGLTA is an internationally renowned LGBTQ+ organization that has been operating continuously since 1983. We are a nonprofit based in Fort Lauderdale, Florida, marketing to LGBTQ+ travelers worldwide and catering to the needs of the tourism companies that welcome them. We have both a 501c6 and a 501c3 business model.

The ideal candidate would possess the following qualifications and experience:

- Has a Bachelor's/Master's degree in Accounting, Business Administration
- 2 years or more in Accounting, Business, Tourism
- Generate invoices using QuickBooks
- Handle all client queries/communications regarding billing and invoicing
- Ensure clients are accurately invoiced in a timely manner
- Provide information to account managers to assist in the collection process
- Accounting reconciliation
- Create A/R report
- Bookkeeping knowledge and qualifications.
- Association knowledge is preferred, but not required.
 - Knowledge of LGBTQ+ tourism or LGBTQ+ issues regionally and/or globally is preferred
- Possesses excellent written and verbal communication skills and attention to detail.
- Integrity and transparency.
- Is proficient with Microsoft Office products (Word, Excel, PowerPoint) and
- Excel skills (macros, formulas and pivot tables).
- Experience with Google Workspace.
- Is proficient with Quickbooks and Quicken
- Brings to the position excellent time management skills, outstanding



organizational skills, and the ability to handle multiple projects simultaneously while respecting deadlines

- Is comfortable working virtually and in a small team environment
- Is innovative and is willing to problem solve, test new ideas, seek out new solutions, is a fast learner, early adopter and analytical.
- Is eager to meet and exceed objectives/goals and brings new ideas of achieving success to the organization
- Is able to clearly communicate results to management in a fast-paced virtual and global environment
- Is detail oriented and able to work autonomously to get the job done
 - Must have exceptional people skills, an outgoing personality and a positive attitude, is optimistic, energetic, a self-starter, and seen as a “people person” striving for engaged relationships with current and potential members and fellow staff.
- Speaks and writes fluent English, but also preferably bilingual.
- Office hours are local Monday-Friday, 9am-5pm but may require occasional weekends or evening commitments
- OTHERS : pending to define

Essential Duties and Responsibilities:

- Daily completion of data entry, record transactions, track debits and maintain and monitor financial records.
- Creation of reports from all financial transactions performed throughout the fiscal year
- Processing invoices and payments
- Monitoring accounts receivable and payables
 - Supports the efforts of the VP - Finance with administrative matters and Financial Management Associates
- Assisting in initiatives involving outside vendors and suppliers.
- Participate in various team meetings to address issues, provide appropriate guidelines to streamline processes, and to identify opportunities for enhancement.
- Improving and redesigning the accounting process and managing required adjustments/updates on the information system.

How to apply for this position:

IGLTA is an equal opportunity organization and encourages applications from people

regardless of their race, ethnicity, age, sex, sexual orientation, gender identity, gender expression, religion, marital status, immigration status, veteran status, or disability. Interested qualified candidates are requested to submit a **resume and cover letter on our <https://www.iglta.org/careers/> page.**