



775 North State Street
Jackson, MS 39202

www.maetoday.org/careers

EMPLOYMENT APPLICATION

Return to: alattimore@maetoday.org

Employment Application

Position Title

Name	First	Middle	Last
Address			Home Telephone Number
City, State, Zip			Office Telephone Number
E-mail Address			Cell Number:
If you are known to schools or references by another name, please give name			
When are you available to start?			
Have you ever worked for the MAE?			If so, when?
How did you learn about this vacancy?			
Are you legally eligible to work in the U.S.?			
Do you hold a valid driver's license? State?			

EDUCATION

Education	Name & Location	Major Field of Study	Specify Diploma, Degree, or Certificate received
High School			
Certified Technical/ Occupation Specific Training			
College/University			
Post Graduate Study			
Other (including military)			

**NOTE: An official transcript of the highest degree conferred may be required, if selected.*

ADDITIONAL DATA:

If appropriate to the position for which you are applying, please complete the following:	
Operating Systems	
Application Systems	
Networks	
Software used	
Other technology operated <i>(if applicable)</i> :	

Please explain your experiences and skills which directly relate to and qualify you for this position. List honors, hobbies and organizational memberships, which you feel would enhance your application on your last page. **Use additional sheets, if needed.**



COMPLETE ALL SECTIONS, EVEN IF ATTACHING A RÉSUMÉ.

EXPERIENCE: (Begin with most recent position.)

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

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(Use additional sheets if necessary)



Job Posting

Position Title: Accounting Associate
Department: Business & Finance
Supervisors: Chief Financial Officer and Director of Field Services & Membership
Location: MAE Headquarters
Hours/Status: Full-time/Permanent
Salary: To be Negotiated; Salary Range of \$47,000 - \$54,000
Posting Closing Date: August 14, 2025, 5:00 p.m. CDST

POSITION OVERVIEW: This position requires knowledge of bookkeeping and accounting in accordance with "Generally Accepted Accounting Principles ("GAAP")", competency in Microsoft Office applications (Word, Outlook, and Excel), payroll processing, excellent computer skills, organizational skills, and an ability to work well with people. The qualifications require a minimum of a 2-year accounting degree as well as 2 years of accounting experience (or a combination of relative experience), and require the employee to perform the following duties:

1. **Provide Service to MAE Members** - Respond to members' inquiries and needs in a courteous, efficient, and timely manner; assist MAE with membership promotion and retention.
2. **Accounts Payable** – perform all accounts payable functions including:
 - Account and cost center coding/invoice or voucher verification
 - Data entry using PeopleSoft accounting software
 - Review accounts payable voucher register weekly for accuracy
 - Check/ACH payments preparation
 - Posting accounts payable to the general ledger
 - Filing of accounts payable documents
 - Reconciliation of accounts payable to the general ledger
3. **General Ledger and Financial Statement Preparation** – perform general ledger functions and assist with the preparation of monthly accrual basis financial statements.
 - Prepare and post monthly journal entries
 - Perform account reconciliations on asset, liabilities, income and expense accounts
 - Maintain monthly general ledger work files
 - Assist in preparation of monthly financial statements
 - Assist in budget preparation and post budget to the general ledger as required
 - Maintain MAE Fund for Children and Public Education financial records

4. **Payroll and Employee Benefits Administration** – Perform payroll and employee benefits administration duties including:
 - Preparation and distribution of payroll through use of ADP payroll process
 - Maintenance of annual, sick, personal and other leave records
 - Employee retirement, health, life and disability benefits administration
 - Perform functions related to employee onboarding and offboarding.
 - Assist with annual open enrollment of employee benefits
 - Preparation and coding of employee benefits invoices for payment
 - Maintain all related permanent files
5. **Maintain Cash and Investment Accounts** – Perform functions related to cash accounts including:
 - Assist in preparation of monthly bank reconciliation on all bank accounts
 - Record deposits into the general ledger weekly
 - Monitor daily cash balances as necessary
6. **Reconcile Credit Card accounts monthly** - reconcile and record credit card transactions monthly and ensure management approves all transactions.
7. **Assist the Director of Field Services & Membership** – provide administrative support for the Director of Field Services & Membership as assigned including verifying expense reimbursement vouchers in accordance with MAE’s reimbursement policies and other special projects as assigned.
8. **Other Duties** - Perform other duties as assigned by the Chief Financial Officer, the Executive Director or the Director of Field Services & Membership

Internal candidates should apply by Thursday, August 14, 2025, 5:00 p.m. CDST.

Additional Information:

This position is a salaried position. The standard work week is 37 ½ hours per week. However, evening and weekend work may be required to complete the duties of the position. The base salary for this position will be within a range of \$47,000 - \$54,000 with the salary offer incorporating the chosen candidate’s work history and relevant professional experience. MAE offers a comprehensive benefits package including a flexible schedule; employer-paid health insurance, dental and vision insurance; paid vacation, sick, personal leave; holidays; a 401K retirement option; a defined benefit pension plan; and life and long-term disability insurance.

We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team.

To apply, please submit your resume and a cover letter to Allice Lattimore at alattimore@maetoday.org by under the subject “MAE Accounting Associate.”