

We Are Hiring

11/5/2021

IFTA, Inc. is excited to announce we are looking for a dedicated individual to join our team to assist with various functions including accounting system implementation, budget preparation, Learning Management System (LMS) content creation, assistance with leading our committee meetings, rotating responsibilities related to the funds netting process and to assist and lead other project initiatives. This position is also being filled in anticipation for our succession planning to move into a senior role within the next couple of years.

IFTA, Inc. is a unique organization structured as a not-for-profit business that represents the 48 contiguous United States and 10 Canadian Provinces in the administration of fuel use taxes. The organization is incorporated in Arizona, but our team members work remotely from home in different locations and there is no requirement to relocate or live in Arizona. For more information on IFTA, Inc. please review our website and the “About Us” at www.iftach.org.

Applicants should submit their resume and cover letter via email to the attention of Carmen Martorana Jr., Executive Director, IFTA, Inc. @ cmartorana@iftach.org. Resume and cover letter must be received by **December 3, 2021** for consideration by the Executive Director.

DIRECTOR OF SUPPORT SERVICES

SPECIFIC DUTIES

Financial

- Assist the Director of Business Services and Programs with the implementation of a new accounting process using QuickBooks Advanced Online. The candidate does not have to be trained in using QuickBooks but general knowledge about accounting functions is desired.
- Assist the Director of Business Services and Programs with monthly accounting functions including entering information into QuickBooks and Excel, reconciling bank transactions, assist with processing reimbursements and assist with other invoicing and recording of receipts.
- Periodically rotate into the monthly role of the primary “funds netting” lead person who processes the jurisdictional funds deposited into our bank account on behalf of other jurisdictions and disburses the funds to the jurisdictions owed a net fuel use tax.
- Assist and/or lead other financial processes as requested.

Communications

- Assist and shadow the Communications and Training Director with scheduling committee and other outreach meetings, hosting the committee meetings, and assisting with the creation of other external communications with our stakeholders.
- Assist with proofreading external communication including postings to our website.

Training

- Assist with IFTA’s initiative to develop a new Learning Management System (LMS) including assisting with the creation of the content.
- Assist the Communications and Training Director with other training initiatives.

Other

- Assist or lead other project initiatives as assigned.
- Provide feedback during team meetings.
- Ability to travel to our meetings and events which take place in different locations throughout the United States and Canada.
- Participate in quarterly board meetings including presenting updates to the IFTA, Inc. Board of Trustees.
- Attend other meetings and events as requested.

Position requirements

- Candidate must have a bachelor's degree or higher in some business-related field.
- Candidate must be able to travel to meetings and other events as requested throughout the United States and Canada.
- Prefer candidate to have some familiarity with fuel use taxes and the administration of the International Fuel Tax Agreement.
- Position requires working remotely from home when not attending a meeting or event. Requires a strong internet connection and ability to designate a location to work without distractions.
- Ability to work independently as well as in a team environment.
- Possess some basic knowledge of accounting.
- Proficient with Microsoft Office products including Word, Power Point and Excel.
- Ability to communicate effectively both verbally and in written form.
- Prefer prior experience with creating and presenting training materials.

Benefits

IFTA, Inc. offers a full array of benefits including health insurance, 401(K) matching program, twelve paid holidays, and vacation and sick leave accruals.

Salary is negotiable and will be discussed during the interview process.

Signature:



Carmen, Martorana Jr, CPA, MST
Executive Director, IFTA, Inc.
cmartorana@iftach.org