



## Job Posting

# Accounts & Program Services Manager

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**POSTING DATE:** July 1, 2022

**CLOSING DATE:** Applications will be reviewed as soon as they are received and the position will close when a successful candidate is hired.

**POSITION START DATE:** Earlier or later than September 1 depending on availability.

**LOCATION:** Remote based position – East Coast Time Zone Hours (Most team members are in Miami, FL)

**QUALIFICATIONS:**

- Able to learn new skills and manage large projects.
- Customer and team oriented.
- College degree or advanced training preferred.
- Experience as an accounts manager or program coordinator preferred.
- Able to travel throughout Latin America and the U.S. as needed.
- Bilingual skills preferred.

**JOB DESCRIPTION:** The Accounts and Program Services Manager is a multi-staff position serving as a team of professionals carrying out all aspects of AMISA's operations and association services. Each Accounts and Program Services Manager works collaboratively with other AMISA staff members to achieve AMISA's Mission, Vision, Values and Goals. Accounts and Program Services Managers assist the AMISA Chief Learning Officer and AMISA Executive Director with overall AMISA operations.

**RESPONSIBILITIES:**

- Communicate effectively, in writing and orally, with a wide variety of people.
- Analyze, organize and executive association business.
- Coordinate and manage purchasing, shipping and payment processing services.
- Coordinate and manage professional development, recruiting, and membership services.
- Effectively use technology for work-related responsibilities.
- Manage budgets and accounts.
- Work harmoniously with a variety of constituencies.
- Work ethically, honestly, and in a trustworthy manner at all times.
- And other duties as assigned.

**HOW TO APPLY:** Application materials of a cover letter no more than 2 pages, a current resume no more than 2 pages, and contact information for 2-3 confidential supervisory references should be emailed to [dereck@amisa.us](mailto:dereck@amisa.us)  
Letters of Recommendation from current and/or recent employers can be sent as well.

**SALARY:** Competitive salary and benefits provided based on experience and qualifications of successful candidate.

AMISA does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information.