



Part-Time Accounting Assistant

Indianapolis Headquarters | In-Person | Approximately 20 Hours Per Week

Join the IHSAA Team

The IHSAA is seeking a detail-oriented and dependable candidate for a part-time Accounting Assistant position at its Indianapolis headquarters. This in-person role supports the association's day-to-day financial operations, including billing, reconciliations, recordkeeping, and tournament financial reporting. The position also assists with financial administration for the IHSAA Foundation, which provides grant support to member schools. This is an excellent opportunity for someone who values accuracy, organization, and mission-driven work, with the potential for the role to grow into a full-time position in the future.

What You'll Do

- Assist with accounts payable and accounts receivable processing
- Prepare invoices, process payments, and maintain accurate financial records
- Reconcile bank statements, credit card statements, and selected general ledger accounts
- Provide support for tournament financial reports, budget tracking, and routine reporting
- Maintain organized accounting files and assist with audit and tax preparation materials
- Assist with Foundation transactions, grant documentation, and related recordkeeping
- Communicate professionally with staff, schools, vendors, and outside service providers as needed
- Perform other related duties as assigned

What We're Looking For

- Strong attention to detail and accuracy
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Proficiency in accounting software and Microsoft Office, especially Excel
- Ability to handle confidential information with professionalism and discretion
- Ability to work independently and collaboratively in a team environment

Preferred Background

- Associate or bachelor's degree in accounting, business, finance, or a related field preferred
- Previous accounting, bookkeeping, or office finance experience preferred
- Experience working with nonprofit organizations or foundations is helpful but not required
- Equivalent combinations of education and practical experience will be considered

Work Schedule and Location

This is a part-time, in-person position based in Indianapolis and expected to average 20 hours per week. Remote work is not available for this role. The IHSAA will provide a competitive hourly rate based on the selected candidate's experience, background, and skill set. This position also offers the potential to grow into a full-time opportunity in the future.

How to Apply

Interested candidates should send a resume, cover letter, and references to Ashley Ernstberger at aernstberger@ih saa.org with the subject line 'Part-Time Accounting Assistant' by Friday, June 26, 2026. Applications will be reviewed as they are received.

Why This Role Matters

This position plays an important behind-the-scenes role in helping the IHSAA operate effectively and continue supporting member schools across Indiana.