



Title: Student & Future CPAs Coordinator

Job Status: Full Time

Reports To: Director of Membership

FLSA Classification: Exempt

Date: January 2026

Company Conformance Statements

In the performance of their respective tasks and duties, all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

ABOUT ISCPA

Founded in 1915, the Iowa Society of CPAs (ISCPA) is the largest professional membership organization dedicated to CPAs, accounting professionals and accounting students in Iowa. We protect, enhance, guide, and promote the accounting profession on behalf of over 4,000 members working in public practice, business, industry, government, and education.

ISCPA achieves its mission by: promoting lifelong learning; providing opportunities for connection through committees and networking events; advocating and protecting the profession's interests with government, regulatory bodies and other organizations; creating opportunities for CPAs and accounting professionals to serve their profession and local communities; encouraging highly qualified individuals to become CPAs through student-focused initiatives; investing in the future to ensure the sustainability of the profession.

JOB DESCRIPTION

Summary

The Student & Future CPAs Coordinator plays a key role in strengthening Iowa's accounting talent pipeline. This position supports students, educators, and early-career professionals by coordinating programs, events, and outreach that promote the CPA profession and connect future talent with ISCPA members and employers.

This role is ideal for someone who enjoys building relationships, planning meaningful experiences, and helping individuals explore accounting career pathways. Public speaking is an essential component of the position.

Under the direction of the Director of Membership, the Coordinator leads student outreach efforts and supports workforce development initiatives to increase the quantity of future Certified Public Accountants (CPAs) joining the profession. The Coordinator delivers excellent service to students, members, and educators.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

STUDENT OUTREACH

- Manage outreach and engagement strategies for high school and college students, including recruitment of student members and support for CPA exam preparation.
- Build and maintain relationships with middle school, high school, and college accounting educators to encourage and support their students to become CPAs.
- Coordinate and conduct campus visits, classroom presentations, and other student engagement activities.
- Recruit and coordinate member volunteers to present to student audiences.
- Serve as the primary ISCPA point of contact for students exploring accounting careers and the CPA profession.
- Lead key student programs, including the Outstanding Accounting Student (college) awards program, the High School Accounting Showcases, and Accounting Opportunities Experience.
- Support strategies to grow and engage ISCPA's student membership.

PIPELINE & WORKFORCE DEVELOPMENT

- Assist with initiatives promoting the CPA profession, including messaging around Iowa's 120-hour pathway and licensure requirements.
- Monitor developments related to the CPA Exam and ensure ISCPA's resources remain accurate and up to date.
- Manage relationships with organizations connected to CPA Exam preparation and administration.
- Support partnerships with firms, companies, and educators to strengthen Iowa's accounting talent pipeline.
- Help students understand career options, internships, and the value of the CPA credential.

PROGRAMS & EVENTS

- Coordinate ISCPA's High School Accounting Showcases, including logistics, communication, volunteer coordination, and on-site support.
- Support student-focused events such as career fairs, networking lunches, and employer-student connections.
- Assist with member-facing events that highlight student engagement and workforce development.

ACADEMIC & CAREER DEVELOPMENT VOLUNTEER SUPPORT

- Serves as the staff liaison to the Career Awareness Committee (80+ members).
- Work closely with members serving as panelists, judges, mentors, and campus ambassadors.
- Communicate opportunities for firms and companies to participate in student programming.
- Provide excellent service to members, educators, and volunteers.

COMMUNICATIONS & OUTREACH

- Draft clear, student-friendly communications, including a monthly *Off Campus* e-newsletter, event invitations, program descriptions, and informational resources.
- Maintain accurate records of student engagement, educator contacts, and program participation.
- Contribute content for social media and ISCPA newsletters related to students and future CPAs.

ISCPA MEMBERSHIP SUPPORT

- Serve as the membership department's data administrator, processing applications and maintaining database records, reports, and website updates.
- Assist the membership team with recruitment and retention messaging for targeted audiences.
- Support membership acquisition and retention strategies and related programs.

ADMINISTRATIVE & TEAM SUPPORT

- Manage the Iowa CPA Education Foundation Scholarship Program, including application updates, faculty liaison communication, application collection, and data compilation for the Foundation Advisory Committee and ISCPA CEO.
- Collaborate with the marketing and communications team to develop promotional materials for web, email, social media, and print.
- Assist with social media outreach for membership and student initiatives.
- Support evaluation and improvement of membership tools, applications, materials, and communication methods.
- Communicate with members via email, phone, in-person and virtual channels.
- Collaborate with colleagues to support events, programs, and initiatives aligned with ISCPA's mission.

Competencies

- Strong interpersonal, presentation, and communication skills.
- Commitment to supporting students and young professionals.
- Demonstrated ability to coordinate programs, events, and projects.
- Proactive, self-motivated, and able to take initiative.
- Ability to manage multiple timelines and projects effectively.
- Skilled at building relationships with a variety of individuals and organizations.
- Budgeting, analytical and reporting capabilities.
- Tech-savvy; proficiency with MS Office Suite required. Experience with, Adobe Creative Cloud, Zoom, event platforms, and databases is a plus.

Qualifications

- Associate's degree required; experience in education, student services, communications, or association work is a plus.
- Comfortable with public speaking and presenting to variety of audiences.
- Strong communication and relationship-building skills.
- Organized, detail-oriented, and comfortable managing multiple projects.
- Ability to work independently and collaboratively with staff, members, educators, and volunteers.
- Interest in supporting students and promoting professional pathways.
- Occasional in-state travel required; valid driver's license required.

Preferences

- Bachelor's degree preferred.
- Experience in a membership association, nonprofit or a related professional organization.
- General understanding of the accounting and CPA profession.
- Experience with project management, event planning, and volunteer coordination.
- Experience with college student outreach and career development.

Work Environment

The ISCPA office operates in a hybrid work environment, which combines remote and in-office work in a professional office setting. Employees may work from the West Des Moines office on designated days and remotely on others, depending on the scope of projects and the agreement with their supervisor.

This position is part of a small, but mighty team where collaboration and teamwork are essential for success. The ideal candidate should be comfortable contributing to a variety of tasks and projects beyond their specific job responsibilities. The ability to communicate effectively and collaborate with team members is critical, as everyone works together to achieve shared goals and objectives.

Salary and Benefits

Salary range: \$48,000-52,000

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision insurance
- Flexible spending account
- Term life insurance
- Paid time off

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodation.

While performing the duties of this job, the employee is regularly required to talk, hear, reach, push, pull, walk, stand, stoop, and move objects. Specific vision abilities required by this job include close vision and ability to adjust focus. Must be able to hear and speak in person and on the phone, as well as read text on a computer screen. Must be able to type and use computer software with repetitive motion of hands and wrist. Must be able to move up to 25 pounds for special mailings, boxes of paper, envelopes, and other office supplies.

AAP/EEO Statement

ISCPA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ISCPA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply:

Please send your resume and a brief cover letter highlighting your relevant experience to careers@iacpa.org.