



A proud partner of the **americanjobcenter** network

## Staff Accountant

Employ Milwaukee is the local non-profit workforce development board serving Milwaukee County. We are looking for a Staff Accountant to join our team and mission. As a Staff Accountant you will be responsible for the organization's budget, accounting and financial reporting services.

Our vision is to develop workforce solutions that promote regional economic growth and employment opportunities for all job seekers. Our mission is to build a strong workforce development system by planning, coordinating, collaborating and monitoring workforce initiatives with businesses, partners and community stakeholders at the local, regional and state level.

Be a part of the best part of Milwaukee!

### What we need from you:

- Bachelor's degree in Accounting/CPA certification is a bonus
- 1-3 years of experience in a non-profit, public and/or grant accounting environment
- Understanding of automated accounting and payroll systems, principles and characteristics.
- Experience with MS Word, Excel, spreadsheet software and accounting software.
- Experience writing reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to fiscal-related questions from managers, clients, customers and the general public.
- Ability to define problems, collect data, establish facts and draw valid conclusions in a fast-paced environment

### What it looks like to be our Staff Accountant:

- Process and code accounts payable entries to include submission of all appropriate back up
- Prepare invoices for reimbursement from various grants and request funds based on analysis from state and federal funding sources.
- Create purchase orders and Abila MIP Fund Accounting encumbrances for expenditures and ensure appropriate back up is received and signature requirements are met.
- Reconcile PNC and Sam's Club credit card statements monthly/create cash entry for credit card payments.
- Package Cash Receipts entries in a timely manner.
- Address questions from staff and vendors regarding payments and invoices.
- Enter Accounts Receivable invoices created into Abila MIP Fund Accounting.
- Perform monthly bank reconciliations.

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

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Milwaukee, WI 53210  
Phone: (414) 270-1700  
Wisconsin Relay: 7-1-1  
[employmilwaukee.org](http://employmilwaukee.org)

- Analyze accounting entries, general ledger reports, and make appropriate corrections as part of the monthly close process.
- Maintain petty cash including disbursing cash as needed and making entries to the petty cash account in the general ledger.
- Monitor open encumbrances and liquidate expired or unneeded encumbrances quarterly or as needed.
- Maintain the accounting files following the appropriate retention schedule.
- Routinely create and update forms and documents for the accounting department.
- Other duties as assigned.

**To Apply**

**Send Cover letter and Resume, stating the position you are applying to:**

**Email: <mailto:jobs@employmilwaukee.org>**

**Interviews may be conducted during the posting period**

