



A proud partner of the **americanjobcenter** network

Senior Accountant I

Employ Milwaukee is the local non-profit workforce development board serving Milwaukee County. Our vision is to develop workforce solutions that promote regional economic growth and employment opportunities for all job seekers.

Our Workforce Employment Programs provide youth, adults, dislocated workers, and other funded target populations various levels of career services, education, training, and employment opportunities. These opportunities are designed to assist individuals in gaining skills and move toward self-sufficiency through the provision of services offered through the workforce system.

We are looking to hire a **Full-time** Senior Accountant I. Do you enjoy working with numbers? An excellent communicator? Enjoy a fast changing and face paced work environment? Then this is the career for you!

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Assist in payroll preparation on a bi-weekly basis for subsidized payroll and regular EMI payroll, assist in preparation and filing of quarterly 941's and SUTA report, assist in annual filing of the W-2's and 1099's, assist in the preparation of the workpapers for the annual workman's compensation review and all other payroll related tasks that arise on a weekly and monthly basis.
- Under the direction of the Director of Finance, as part of the monthly close process analyze all material balance sheet and income statement accounts assigned, run all necessary general ledger reports, prepare all accounts analysis as required and record all necessary journal entries.
- Responsible for maintaining fixed asset and accumulated depreciation lapsing schedules and posting the monthly depreciation expense journal entry.
- As part of the monthly close process disseminate monthly programmatic financial reports to leadership and management team for purposes of meeting with all internal stakeholders to review the monthly financial results.
- As part of the annual audit process, prepare all necessary PBC (prepared by client) workpapers, work with external auditors during and after audit field work until audit is issued.
- As part of the annual corporate tax return (990) process, assist in preparation of all requested materials needed for the 990 until annual tax return is issued.
- As part of the annual budget process, assist in preparation of all required materials needed in conjunction with the budget timeline until the annual budget is issued.
- Prepare invoices for reimbursement from various grants and request funds based on analysis from state and federal funding sources and enter Accounts Receivable invoices created into Abila MIP.
- Package Cash Receipts entries to be entered into Abila MIP in a timely manner.
- Process and code A/P entries including making sure all needed back up is submitted.
Monitor open encumbrances and liquidate expired or unneeded encumbrances quarterly or as needed.

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.

2342 North 27th Street
Milwaukee, WI 53210
Phone: (414) 270-1700
Wisconsin Relay: 7-1-1
employmilwaukee.org

EDUCATION AND EXPERIENCE:

- Requires Bachelor's degree in Accounting
- Requires 3-7 years of experience in a non-profit, public and/or grant accounting environment. or equivalent combination of related education and experience is required.
- Requires excellent oral and written communication skills to effectively communicate with employees, customers, and vendors.
- Requires the ability to use a personal computer for word processing and spreadsheets, etc.

PREFERRED:

- CPA Certification
- Accounts payable and accounts receivable experience

KNOWLEDGE, SKILLS AND ABILITIES:

- In-depth understanding of automated accounting and payroll systems, principles and characteristics.
- Proven ability to work both independently and collaboratively with different levels of employees.
- Communication and Interpersonal Skills - Communicate information to individuals or groups. To include the ability to deliver presentations suited to the characteristics and needs of the audience. Clearly and concisely convey information orally and in writing to individuals or groups to ensure understanding. Listen and respond appropriately to others. Proven ability to establish effective working relationships that foster organizational success.
- The candidate should have the following knowledge or familiarity from a systems standpoint: familiar with Abila MIP, familiar with Microix, and familiar with Laserfiche or familiar with similar systems.
- Knowledge of not-for-profit accounting and administration of Federal and State grants.
- Willing to be flexible in a fast-changing work environment.
- Experience with MS Word, Excel, spreadsheet software and accounting software.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write 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 effectively present complex fiscal data in verbal, numeric or visual form to executives and non-fiscal staff.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and apply basic concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Basic mathematics, numbers analysis and chart interpretation skills.

Send Salary Requirements and resume, stating the position you are applying for, to:

Human Resources, Employ Milwaukee

HR@employMilwaukee.org

Interviews may be conducted during the posting period