



A proud partner of the **americanjobcenter** network

## Staff Accountant

Interested in getting into the field of accounting? Do you have strong attention to detail? Are you an excellent communicator both verbal and written? **Then this is the career for you!** We are looking to hire a **Full-time Staff Accountant!**

### Some of your duties will include but not be limited to:

- Assisting with payroll, accounts payable, and fiscal compliance
- Prepare invoices for reimbursement from various grants and request funds based on analysis from state and federal funding sources.
- Analyze accounting entries, general ledger reports, and make appropriate corrections as part of the monthly close process.
- Reconcile credit card statements monthly. Retrieve necessary backup required for each charge and create cash entry for credit card payments.
- Create purchase orders and Abila MIP Fund Accounting encumbrances for expenditures including ensuring appropriate backup is received and signature requirements are met.

Do you have???

- ✓ Bachelor's degree or near completion of a degree in Accounting, Finance, or related field of study. An equivalent combination of related education and experience will be considered.
- ✓ Ability to work effectively under the pressure of multiple simultaneous deadlines
- ✓ Excellent oral and written communication skills to effectively communicate with employees, customers, and vendors.
- ✓ Strong Word and Excel skills
- ✓ BONUS: If you have a CPA Certification
- ✓ BONUS: If you have familiarity with Abila MIP, familiar with Microix, and familiar with Laserfiche, or familiar with similar systems.

Why Employ Milwaukee?

- ✓ We're a non-profit **local** workforce development board
- ✓ Full benefits including Health, Dental, Vision, 401K, and **Employer Paid LT & ST disability**
- ✓ Prime location! Just minutes from downtown Milwaukee
- ✓ Hybrid work from home models available
- ✓ Making a real positive impact in the lives of youth, adults, dislocated workers, and other target populations by providing various levels of career services, education, training, and employment opportunities

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

Employ Milwaukee HR Dept. at: [HR@employMilwaukee.org](mailto:HR@employMilwaukee.org)

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

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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