



JOB ANNOUNCEMENT WISCONSIN YOUTH COMPANY

Wisconsin Youth Company has an opening for an accounting specialist I position. We are looking for a highly motivated, detailed oriented and reliable person to join our team. This is an excellent opportunity to put your accounting skills and experience to use by showing your initiative to learn multiple facets of the accounting department while supporting and encouraging high-quality out-of-school programming.

Accounting Specialist I – year-round position, \$14-16 per hour, non-exempt
30 hours per week, Monday through Friday, 9 a.m.-4 p.m. with one-hour unpaid lunch
Reports to director of operations

Position Summary: under the director of operations, the accounting specialist I is responsible for applying accounting principles and procedures in analyzing financial information and preparing accurate and timely general ledger reports. The position requires a broad financial knowledge in accounting and administrative functions.

Primary Responsibilities:

- Support accounts payable by preparing invoices, processing payments, responding to credit card and bank account activities and requests
- Support general accounting with database management, data entry, bank deposits and general accounting inquiries
- Balance and verify financial accounts
- Prepare general ledger reports in inventory accounts, semi-monthly wage detail, benefit/payroll deductions, tuition revenue, monthly general ledger reporting, monthly grant reporting, and assist in quarterly reporting and budget tracking
- Assist with budgeting process

Qualifications/Skills:

- Knowledge of Excel and Word
- Knowledge in accounting software
- Knowledge of Generally Accepted Account Principles (GAAP)
- Bachelor's degree in accounting preferred
- Three plus years' experience preferred

Employment Benefits: we offer competitive salaries and a comprehensive benefit package for full-time employees. *Complete Benefit Summary available upon request*

How to Apply: send cover letter and resume to hiringleetee@wisconsinyouthcompany.org, by Wednesday, October 25 by 5 p.m.

Equal Employment Opportunity and Affirmative Action Employer