

Central Wisconsin Community Action Council, Inc.

1000 Hwy 13
P.O. Box 430
Wisconsin Dells, WI 53965



PHONE: (608) 254-8353
FAX: (608) 254-4327
Email – donna@cwac.org

Date: July 12, 2021

Accountant **Full-Time Salaried Position** **Salary Range: \$22.60 – \$31.25 per hour**

Central Wisconsin Community Action Council, Inc. is a not-for-profit charity organization serving central Wisconsin since 1966 providing a vast number of programs in the battle against poverty. We are seeking an experienced accountant to fortify our Finance Unit. Experience with government or non-profit work is preferred, but not necessary. The candidate desired will have at least two years in an accounting position with related educational credentials. If interested, please send a cover letter and resume to "Attn: Fred Hebert, CWCAC, Inc., PO Box 430, Wisconsin Dells, WI 53965, or email to donna@cwac.org, or fax to (608) 254-4327.

General Statement of Required Education, Knowledge, Skills and Abilities

- Degree preferred and extensive experience in the accounting field
- Knowledge and understanding of GAAP and non-profit accounting principles, practices, and procedures desired
- Knowledge and experience with certified audits
- Knowledge of general office and accounting software
- Function as a team leader and effectively communicate with all levels of the organization
- Manage priorities effectively to meet deadlines and demonstrate multi-tasking skills
- Must be motivated, dependable, and detail oriented.

General Statement of Responsibilities as performed under the supervision of the Executive Director

- Assist with managing the day to day accounting and financial operations.
- Assist with developing budgets/budget revisions.
- Assist with preparing, analyzing, and presenting financial reports for the agency and its programs.
- Report on financial results to the Executive Director.
- Oversee preparation of program financial reporting required for funding sources.
- Assist with Payroll, Billing, Accounts Receivable and Accounts Payables functions.
- Assist with overseeing agency banking activities managing cash flow to ensure it meets agency needs.
- Manage accounting control systems and internal audits ensuring the accurate and timely production of accounting program information and financial reports.
- Monitor changes in legal, regulatory and administrative environments and implement changes needed to maintain compliance.
- Assist with agency annual independent audit.
- Perform other duties as required.

AN EQUAL OPPORTUNITY EMPLOYER

ADAMS COUNTY
1874 Hwy 13
PO Box 647
Friendship, WI 53934
(608) 339-0273



COLUMBIA COUNTY
203 DeWitt Street.
Portage, WI 53901
(608) 742-3320

DODGE COUNTY
134 South Spring Street
Beaver Dam, WI 53916
(920) 885-9559

JUNEAU COUNTY
534B LaCrosse Street
PO Box 253
Mauston, WI 53948
(608) 847-1124

SAUK COUNTY
505 Broadway
Job Center, 2nd Floor
Baraboo, WI 53913
(608) 355-4812