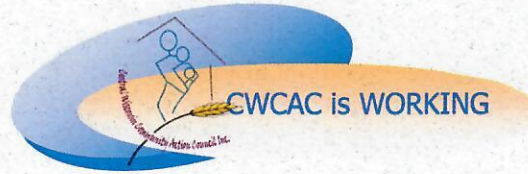


Central Wisconsin Community Action Council, Inc.

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



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

Part-Time Accountant

Salary Range: \$15.00 - \$20.00 per hour

Central Wisconsin Community Action Council, Inc. located in Wisconsin Dells is seeking a Part-Time Accountant in our Finance Unit. This is an ideal position with flexible hours for either a retired or semi-retired person who has experience with a government or non-profit organization. A degree in Accounting or certification is desired. Salary is based on experience and credentials. CWCAC, Inc. has an annual budget of \$10,000,000 with over 50 funding sources and a staff of 60 including both full-time and part-time. The position is located in our Wisconsin Dells main office. 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@cwcac.org, or fax to (608) 254-4327.

General Statement of Required Education, Knowledge, Skills and Abilities

- Degree and certification desired
- Knowledge and experience with Generally Accepted Accounting Principles (GAAP)
- Annual audit preparation
- Effective intra- and inter-agency communications
- Manage priorities meeting timelines and due dates
- Manage funder contracts
- Function independently within job expectations

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