

POSITION ANNOUNCEMENT ACCOUNTANT

Job Type: Full-time (40 hours/wk)

Full Time Equivalent: 1.0

Reports to: Director of Finance

Rate: \$23-\$25/hr \$47,840 to \$52,000

Location: Anywhere in Wisconsin. If the employee within 45 miles to one of DRW's offices, they will have the option to work fully in-office or under a hybrid work arrangement. If the employee lives more than 45 miles from a DRW office, they will work fully remotely. Must be a Wisconsin resident.

Application Instructions: Submit resume and cover letter (preferred but not required), detailing your qualifications and experience as they relate to the minimum and preferred qualifications.

For priority consideration apply online at <http://www.disabilityrightswi.org/about/careers>

Application Deadline: May 24, 2022. Position will remain open until filled.

Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.

What is DRW?

Disability Rights Wisconsin is a nonprofit law firm providing representation and services to enhance the lives of people with disabilities in Wisconsin. Our vision is that all persons with disabilities and their families shall be empowered to exercise and enjoy the full extent of their rights and to pursue the greatest possible quality of life. Our attorneys and advocates challenge systems and society to achieve positive changes in the lives of people with disabilities and their families.

DRW arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities. Our core values include Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

One of our core values is diversity. A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from underprivileged and underserved communities. We strive to create a welcoming and inclusive environment at DRW. We work to specifically address disability-related injustices at the intersections of disability and race, disability and gender, disability and gender-based violence, and more.

Job Summary

The Accountant will provide timely and accurate transaction preparation and entry, general ledger account reconciliations, and financial report preparation while maintaining adherence to Generally Accepted Accounting Practices (GAAP), OMB Guidance and various funding source requirements. The Accountant needs to be able to effectively work independently but in close collaboration with the Director of Finance. This position needs to communicate with grant coordinators and other staff to ensure transactions are properly recorded. The Accountant needs to have, or be willing to develop, knowledge of federal, state and foundation grant compliance.

Key Responsibilities

1. Data Entry: 25%

Prepare and enter journal entries including, but not limited to:

- labor
- payroll
- vacation accrual
- paid leave adjustments
- cash receipts
- grant draws and invoices
- prepaid expenses
- depreciation, and
- cost allocation entries

2. Analysis and Reconciliation: 25%

- Perform periodic transaction and general ledger account detail review for grant award and internal policy compliance.
- Maintain, review and update assigned general ledger account reconciliations including all cash account reconciliations.
- Research reconciling differences and financial statement variances.

3. Reports: 40%

- Prepare monthly cost allocation spreadsheet from time-reporting data download.
- Prepare month-end financial statements and periodic financial reports.
- Upload budget hours data from time-recording software.

4. Miscellaneous: 10%

- Assist Director of Finance to prepare and gather materials for annual financial audit and/or periodic grant award review or audit.
- Maintain agency's fixed asset system and applicable schedules.
- Maintain assigned accounting procedures documentation.
- Perform other duties as requested by the Director of Finance or the Executive Director.

Qualifications

Required:

- Associate degree in accounting or other business-related field, or 3 years' experience successfully performing accounting responsibilities
- Work experience performing full-charge, dual entry bookkeeping duties
- Proficient computer skills, specifically in current versions of Microsoft Word, Excel, and Outlook; and willingness to learn new skills as needed or required
- Ability to pay attention to detail and a commitment to quality and the timely completion of duties
- Demonstrated ability to work as a member of a team; comfort with communicating with others
- Analytical and problem-solving skills, including the ability to successfully perform independent, thorough analysis and generate accurate conclusions
- Experience/direct contact with persons of culturally diverse background.

Preferred:

- Bachelor's degree in accounting or another business-related field
- Experience working in a nonprofit accounting department
- Demonstrated professional communication skills
- Demonstrated knowledge and understanding of financial statements, accounting concepts and analytical techniques
- Demonstrated ability to research accounting database and resolve reconciling issues

Benefits

Disability Rights Wisconsin offers the following benefits for full time employment: health, vision, dental, and life insurance; short- and long-term disability; 401(k) retirement savings plan, and flex spending. Paid time off includes 8 paid holidays, 4 floating holidays, personal and sick time off, volunteer and voting time off. Benefits available on a pro-rated basis for part-time employment (minimum of 20 hours per week).

A COVID-19 vaccine mandate is in place for all employees. A copy of the policy can be requested by emailing hr@drwi.org

EEO/AA | We're an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.