

Position Announcement

Accounts Payable Specialist

Job Information

Full Time Equivalent: 0.5 FTE (20 hours per week), Hourly

Reports to: Finance Director

Rate: \$24.00 to \$29.00 per hour

Location: This is a **Madison** office position. Hybrid work is available.
Applicant must be a Wisconsin resident.

Job Hours: Work to be completed during core office hours; 8 a.m. to 5 p.m.

How to Apply

Application Instructions: Required for this position is a **cover letter** and **resume** that details your qualifications and experience.

For priority consideration, apply online at our Careers page:

www.disabilityrightswi.org/careers

Application Deadline: August 29, 2025. Applications received by this date will be given full consideration. The position will remain open until filled.

Note: You can request alternate formats of this position announcement.
You may submit your application materials in alternate formats if needed.

What is Disability Rights Wisconsin?

Disability Rights Wisconsin is the state's Protection and Advocacy system, charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

Disability Rights Wisconsin 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.

A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from marginalized and underserved communities. We work to specifically address disability-related injustices at the intersections of disability and race; disability and gender and gender identity; disability and gender-based violence; and more. We strive to create a welcoming and inclusive environment at Disability Rights Wisconsin.

Job Summary

The Accounts Payable Specialist is responsible for maintaining the accounts payable system, including credit cards and employee expense reimbursements in accordance with DRW financial policies and procedures, account reconciliations, assisting the Director of Finance with journal entries, preparation of financial statements and annual audit, and other duties as assigned.

Key Responsibilities

1. Accounts Payable - 60%

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Charges expenses to accounts and programs by analyzing invoice/expense reimbursements and recording entries.
- Prepare journal entries and assist with account reconciliations.
- Prepare invoices and expense reimbursements for approval.
- Manage payments to vendors.
- Track vendor W-9 forms and prepare annual 1099 forms.
- Monitor and maintain contracts for outside vendors.

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.
- Research reconciling differences and financial statement variances.

3. Other - 15%

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

Qualifications

Required:

- Associate degree in accounting or 3 years' experience successfully performing accounting responsibilities
- 3+ years of accounts payable
- Excellent communication skills
- Effective computer skills and proficiency in MS Office Suite (especially Excel).
- Ability to work efficiently under deadlines.
- Detail-oriented and extremely organized.
- Demonstrated ability to effectively communicate orally and in writing.
- Demonstrated ability to collaborate internally with DRW coworkers and externally with community partners, state and county decision-makers, and administering agency staff.
- Proficiency in computer skills using Microsoft (Edge, Teams, SharePoint, and Outlook).
- Ability to work independently, and as part of a team.

Preferred:

- Direct paid or unpaid experience with people with mental illness and other disabilities.
- Experience working with federal and state financial management guidelines.
- Experience with non-profit accounting
- Experience with Blackbaud Financial Edge
- Experience with online AP and expense reimbursement systems
- Experience/direct contact with persons of culturally diverse backgrounds.

Work Environment and Physical Demands

- **Remaining in a stationary position, often standing, or sitting for prolonged periods:** 27 to 40 or more hours
 - **Moving about to accomplish tasks or moving from one worksite to another:** 13 hours or less
 - **Repetitive motions that may include the wrists, hands, and fingers:** 27 to 40 or more hours
 - **Sedentary work that primarily involves sitting and standing:** 27 to 40 or more hours
 - **Light work that includes moving objects, boxes up to 20 pounds:** 13 hours or less
 - **Ability to travel independently and possess valid driver's license:** Minimal travel throughout Wisconsin for annual meetings
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Benefits

Disability Rights Wisconsin places an unparalleled value on the well-being of our staff. The following benefits are offered for permanent employees who work 20 or more hours per week:

- Generous employer contribution for individual and family health insurance plus a Health Reimbursement Account for uncovered health care costs.
- Employer-provided Short-Term and Long-Term Disability Insurance
- 401(k) Retirement Plan with Employer Contribution
- Flex Spending Account

- Access to affordable, quality:
 - Dental, Vision Coverage
 - Additional Life Insurance for employee and spouse and children
 - Critical Illness Insurance
 - Identity Theft
 - Pet Insurance

- **Public Student Loan Forgiveness:**

Employment at our organization may qualify you for federal student loan forgiveness programs. We do not directly pay for – nor forgive – federal student loans. However, our status as a not-for-profit organization under Section 501 (c) (3), makes us an eligible employer. There may be other determining factors for one to qualify.

For more information, read the Federal Student Aid's Public Service Loan Forgiveness (PSLF) page:

studentaid.gov/manage-loans/forgiveness-cancellation/public-service

Generous paid time off policies include:

- 10 Fixed and 4 Floating Holidays
- Leave time for:
 - Medical and Caretaking
 - Vacation
 - Personal
- Bereavement Leave

Equal Employment Opportunity Act (EEO) and Affirmative Action (AA)

We are 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 following Title VII of the Civil Rights Act of 1964 and the American with Disabilities Act (ADA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Our organization is committed to building a culturally diverse and inclusive environment.

Date of Job Description: August 2025