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Wisconsin Women's Business Initiative Corporation Staff Accountant

Reports To: Vice President, Business Services and Finance

FLSA: Exempt

Staff Accountant is a full-time position responsible for performing accounting functions for the organization.

ESSENTIAL JOB FUNCTIONS:*

- Perform accounting responsibilities including accounts payable, loans receivable, accounts receivable, purchase orders, general ledger postings, deposit entry, monthly reconciliations, and other duties as directed by Associate Controller in a timely fashion.
- Process client loan disbursements. Maintain records related to the reconciliation of lending system (DownHome Loan) and accounting system (Sage MIP).
- Assist in governmental billings and other fund reports as required.
- Process customer payments, using online banking systems.
- Process investor and notes payable interest payments. Work with Associate Controller to maintain notes payable payment schedule.
- Record and reconcile staff credit card receipts and purchase orders.
- Collect w-9's and issue 1099's
- Assist in audit preparation
- Assist in overall mission of WWBIC by working in a team environment to effectively complete other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Miscellaneous duties as assigned.

SUPERVISORY RESPONSIBILITY:

- None

QUALIFICATIONS:

Minimum one to three years experience in an accounting position required. Bachelor's degree or equivalent experience required. Requires attention to detail, computer ability, analytical skills, verbal communication skills, organization skills, flexibility, and professionalism. Experience working with an automated financial management system required. Must possess a strong understanding of Generally Accepted Accounting Principles. Experience with governmental/non-profit accounting principles and procedures preferred. Ability in the use of a personal computer and software applications (e.g. Microsoft Office Suite) required; knowledge of Abila MIP Fund Accounting and QuickBooks Online preferred. The ability to function as part of a team in a fast-paced, busy office is vital. Ability to communicate effectively with diverse



audiences and various management levels is necessary. The ideal person is flexible, positive, and has a sense of humor. Must present a positive, professional appearance at all times.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Work is generally more sedentary in nature with movement required.
- Work is primarily performed within an office environment with standard office equipment.
- Must be able to read, write, and communicate fluently in English. Must have clarity of vision.

An Equal Opportunity/Affirmative Action Employer