

Title: Accounting Specialist (Full-Time)
Reports to: Chief Financial Officer
FLSA Status: Non-Exempt
Hourly Rate: \$21.00 - \$25.00/hour
Hours: M-F (8:30 a.m. – 4:30 p.m.)

Looking for a great opportunity at a casual, fun organization committed to serving older adults within the community? The person in this position must enjoy working in a small, entrepreneurial environment that is mission-driven, results-oriented, and focused on community. At Serving Older Adults of Southeast Wisconsin, Inc (SOA), we envision a community where every adult 50 and better will be connected to the resources they need, and the opportunities that interest them, throughout the aging process. SOA manages five Senior Centers for Milwaukee County and creates and delivers educational, social, and recreational activities for older adults, including lunch five days per week. We offer an innovative program, Tech Connect for Older Adults, to better serve our participants and their technology needs. To learn more about SOA, please visit our website at <https://servingolderadults.org> and visit our Facebook page.

Job Summary:

The Accounting Specialist reports to the Chief Financial Officer and will assist with the fiscal operations and activities of the agency.

Duties/Responsibilities:

- Create, file, and retrieve all accounting records as needed, and ensure appropriate documentation of payments is on file for audit and reviews.
- Assist with month end close and reporting
- Creates and shares external accounting reports with financial institutes, insurance companies, or government agencies
- Prepares periodic financial statements and reports for internal use
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions. Enter data into computer system using defined computer programs, i.e., Quick Books
- Perform the accounts payable functions of invoicing, GL coding, and purchase order matching.
- Perform the accounts receivable functions of invoicing, collections, and aging.
- Perform account reconciliation, intercompany reconciliations, balance sheet entries, and journal entries.
- Assist with reconciling bank statements

- Maintain financial databases and records via business system data entry/recording, making copies, and filing documents.
- Investigate questionable data and recommends actions to resolve discrepancies.
- Assists with bi-weekly Payroll entries and processing
- Perform other duties as assigned.

Required Skills/Abilities:

- Knowledge of bookkeeping practices and procedures.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Knowledge of office practices and clerical/accounting procedures.
- Proficient in Google Office Suite or similar software.
- Intermediate experience with Microsoft Excel and Word
- Knowledge of Quick Books accounting software.

Education and Experience:

- Associates Degree preferred in Accounting, Finance, or Business
- Two to three years of related experience required.
- Equivalent combinations of education and experience acceptable
- Experience preferably in non-profit accounting

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.