

Community Partnerships has an exciting opportunity for a skilled professional to join our Administrative team. The accounting assistant will support the accounting, human resources and administrative functions of the agency.

Job Title: Accounting Assistant (Part-Time)

- Qualifications:**
- Minimum associate's degree in business, accounting, finance or closely related field. Bachelor's degree preferred.
 - Solid working knowledge of accounting software programs and spreadsheets.
 - Three (3) + years of relevant work experience preferably in accounts payable, payroll or general ledger.
 - Demonstrated analytical, organizational, interpersonal, communication and problem solving skills.
 - Ability to pay attention to detail and provide exceptional customer service.
 - Experience working with others from diverse cultural backgrounds.
 - Commitment to cultural competency.

- Job Duties:**
- Prepare month end entries such as payroll and recurring journal entries.
 - Enter weekly accounts payable invoices and monthly expense reports.
 - Assist in preparing the agency's budget and financial projections along with other financial data analysis.
 - Process bi-weekly payroll.
 - Participate in new employee orientation and manage employee benefit onboarding.
 - Work with CFO on personnel policies and updating Employee Handbook.
 - Prepare authorization reports for monthly QI meetings.
 - Track enrollments and analyze program results for various programs administered for Dane County Department of Human Services.
 - Update and maintain agency donor database.
 - Work with CFO or Executive Director on other tasks that enhance the overall operation of the agency.

Application Instructions: Send completed **application, cover letter and resume to:**
Community Partnerships, Inc.
Attn: Human Resources
1334 Dewey Court
Madison, WI 53703

Alternatively, fax to (608) 250-6637 or e-mail to hr@commpart.org

- **Application available at <http://www.commpart.org/wp-content/uploads/2012/10/CP-Job-Application-PDF.pdf>**
- **Application packet must be complete** in order to be considered.
- Criminal background check is required for employment.
- Recruitment will remain open until position is filled.

Community Partnerships is an Affirmative Action/Equal Opportunity employer.