

Community Partnerships has a full-time opportunity for a skilled professional to join our Administrative Team as a Business Manager/Accountant. The Business Manager/Accountant will support the accounting, administrative, and IT areas of the agency.

Job Title: Business Manager/Accountant

- Qualifications:**
- Minimum bachelor's degree in business, accounting, finance or closely related field
 - Solid working knowledge of spreadsheets
 - Three (3) + years of relevant work experience preferably in a non-profit environment
 - Demonstrated analytical, organizational, communication and problem solving skills and a commitment to quality and timely completion of duties
 - Ability to pay attention to detail and to provide exceptional customer service
 - Experience working with others from diverse cultural backgrounds and a commitment to cultural competency

- Job Duties:**
- Prepare and post month end entries such as payroll and recurring journal entries.
 - Review and identify administrative areas for efficiency and work with administrative team to implement process improvements.
 - Prepare bank deposits.
 - Prepare monthly billings and maintain accounts receivable subsidiary ledger.
 - Generate, track and analyze monthly MA crisis billings.
 - Prepare authorization reports for monthly quality improvement meetings.
 - Track enrollments and analyze program results for various programs administered for Dane County Department of Human Services.
 - Maintain list of any IT related issues and serve as agency liaison with external IT consultants.
 - Serve as primary point of contact for agency cell phones.
 - Work with CFO or Executive Director on other tasks that enhance the overall operation of the agency.

To Apply: Send completed **application, cover letter and resume to:**

Attn: Human Resources
Community Partnerships, Inc.
1334 Dewey Court
Madison, WI 53703

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

- **Application available at www.community-partnerships.org.** Application packet **must be complete** to be considered. Resumes only in lieu of an application form will not be considered.
- Recruitment will remain open until position is filled.
- Criminal background check is required for employment.
- Valid Wisconsin Driver's License, access to reliable transportation, and automobile insurance are required.

Community Partnerships is an Affirmative Action/Equal Opportunity employer.