



Accounting Assistant Position Description

RISE is an emerging leader in coordinated care and mental health service delivery in Dane County and the Greater Madison area. We embrace a strengths-based approach in partnering with others to address the mental health and wellness needs of our community. We value collaboration, learning, and growth. We encourage personal and professional growth in all positions in our agency and seek new talent that will continue to enrich and diversify our workplace perspective and our connection to the community.

The Accounting Assistant is responsible for a variety of accounting, cash management, and reporting functions as well as assisting others in a variety of duties and reports directly to the Chief Financial Officer.

As with all positions at our agency, it is the duty of individual in this position to fully support the mission, vision and values of the agency, to work in a coordinated manner with other employees, and to demonstrate professional and personal confidence in the service delivery model and approaches taken by the organization.

The Accounting Assistant is expected to respect people of all socioeconomic and racial/cultural backgrounds, and be competent in performing all duties associated with this position. She or he will possess high levels of comfort, skill, and respect in working with people of many different life experiences and beliefs. The Accounting Assistant is required to express themselves clearly, compellingly, and honestly in written and verbal communications. She or he must be physically and emotionally prepared to meet the needs of the agency during working hours.

Position Responsibilities:

Direct Service

1. Enter accounts payable invoices on a weekly basis.
2. Enter employee expense reports on a monthly basis.
3. Reconcile agency credit cards for Fordem location on a monthly basis.
4. Process regularly scheduled check run twice each week and special check runs as needed.
5. Assist CFO and Accountant with various activities related to the month-end financial close.
6. Work with CFO and Accountant to prepare schedules to analyze agency's financial results.
7. Process time off requests and track time off accruals and usage.
8. Reconcile payment for Comprehensive Community Services claims to actual amounts billed.
9. Submit Comprehensive Community Services billing to Dane County Human Services and track reporting.
10. Maintain the agency's fixed asset tracking system including maintaining IT inventory.
11. Set up computer for new staff at Dewey Ct and serve as point person for all Dewey Ct hardware requests.
12. Serve as a back-up to Executive Administrative Assistant for petty cash reimbursements, gift card wraparounds and agency credit cards for Dewey Ct location.

Agency

1. Attend and actively participate in program meetings and agency meetings.
2. Follow RISE' confidentiality guidelines to ensure client privacy.

3. Follow RISE' policies and procedures as cited in the Employee Handbook.
4. Perform other duties as requested by the direct supervisor or agency director that enhance the overall agency operation.
5. Any and all additional tasks as assigned.

Required Qualifications:

- Associate's degree OR commensurate experience in accounting, business or closely related field
- Three (3)+ years relevant work experience in accounting
- Demonstrated written and verbal communication skills
- Proficient computer skills, specifically in current versions of Microsoft Word, Excel, and Outlook; and willingness to learn new skills as needed or required
- Ability to pay attention to detail and a commitment to quality and the timely completion of duties
- Demonstrated ability to work as a member of a team

Preferred Qualifications:

- Experience with Great Plains software
- Experience working with others from diverse cultural backgrounds
- Demonstrated experience working for a non-profit organization
- Experience preparing account reconciliations and Excel schedules

HIPAA Regulations:

As a required part of employment with RISE, the employee must preserve all rights and protections under the Health Information Portability and Accountability Act (HIPAA) of 1996 for the consumer population served by this agency; it is the obligation of the employee to ensure that private health information is protected and that disclosures are permitted only with appropriate authorization. The employee is required to comply with all Federal and State regulations as part of the organization's HIPAA training which describes the policies and procedures for the agency.

Accountability:

The Accounting Assistant is accountable to the Chief Financial Officer.

Employment Status: Regular, full-time

FLSA Status: Non-exempt

Physical Demands:

While performing the duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crawl and/or crouch. May be requested to lift materials of up to 35 lbs. Specific vision abilities required include reading computer screen and written documents; close vision, color vision and ability to adjust focus. The employee is required to communicate effectively via verbal, audible and written means. Occasional travel by car required.

Work Conditions/ Hours:

Heated and air conditioned open office/office environment. Noise level is usually low to moderate. Local travel may occasionally be required. Regular schedule is Monday through Friday, with some scheduling flexibility.

Application Instructions:

Send completed application form, cover letter and resume to:

RISE
Attn: Human Resources
1334 Dewey Court
Madison, WI 53703

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

If you need technical assistance or an accommodation during the application/hiring process please email us at hr@commpart.org or call (608) 250-6334.

- Application Form available at www.community-partnerships.org. Application packet **must be complete** to be considered.
- Applications will be reviewed upon receipt. Please submit your application as soon as possible for early consideration. Position will remain open until filled.
- Criminal background check is required for employment.
- Valid Wisconsin Driver's License, access to reliable transportation, and automobile insurance are required.

RISE is an Affirmative Action/Equal Opportunity employer. RISE offers equal employment opportunities to all employees and applicants for *employment, upgrading, demotion or transfer, recruiting, layoff or termination, rates of pay or other forms of compensation, selection for training including apprenticeship insofar as it is within our control* without regard to race, color, religion, sex, sexual orientation, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, political beliefs, student status, genetic information, marital status, age, disability, or any classification protected by federal, state, or local laws.

The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. RISE retains the discretion to add duties or change the duties of this position at any time.