



Accountant 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 Accountant is responsible for financial planning, analysis, and a variety of accounting functions within the agency's Administration team.

General Accounting

1. Prepare and post monthly journal entries in consultation with Accounting Manager/leadership to maintain compliance with GAAP and funding contracts.
2. Post cash entries from monthly ledger; perform bank reconciliations for all accounts. Record revenue per contract, or as directed per grant/program/funder in consultation with leadership.
3. In conjunction with Accounting Manager, participate in monthly financial review to identify overall variances compared to budget and prior periods, understand the variances and document reasons or adjustments. Investigate variances and adopt an attitude of continuous learning.
4. Maintain, review, and update general ledger account reconciliations and make journal entries as appropriate.
5. Generate necessary financial reports to convey the financial performance of the organization and its programs.
6. Improve and maintain systems to track grants and donor restricted funds, ensuring compliance with various funders' requirements.
7. Coordinate with individuals in various departments to gather and analyze information to incorporate into financial projections/forecasts, fundraising campaigns, grant tracking and annual budget.
8. Prepare and update budget inputs, using general ledger data from current and prior years to analyze and predict totals per account and program.
9. Prepare and gather materials for annual financial audit, update schedules and prepare PBC entries as needed and discuss with Accounting Manager any changes to RISE financial process as a result.
10. Maintain agency's fixed asset system and applicable schedules. Create and maintain building improvements, and associated depreciation entries, review for appropriateness with Accounting Manager.
11. Maintain documentation and schedules for agency financing including loans.
12. Understand program databases and tracking systems and work to integrate with Accounting processes, to confidently use as basis for accruals.
13. Issue miscellaneous invoices for any time or service that is billable to third parties. Work with RISE staff to continually improve these processes. Track and monitor receivable balances.

14. Create & inactivate GL accounts as needed in Great Plains, discuss with Accounting team and maintain Chart of Accounts.

Required Qualifications:

- Minimum bachelor's degree in business, accounting or related field or at least eight years relevant work experience in accounting
- Demonstrated written and verbal communication skills
- Proficient computer skills, specifically in current versions of Microsoft Word, Excel, Outlook and Power Point; 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
- Proven analytical and problem-solving skills: including the ability to successfully perform independent, thorough analysis and generate concise conclusions

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.

Physical Demands:

OFFICE JOBS: 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 and fingers to operate and handle keyboards and computer controls. May be requested to lift materials of up to 35 lbs. Specific vision abilities required include close vision reading. The position requires sitting, standing, stooping, bending, lifting, walking, climbing, speaking and driving. The functions of this position are varied in nature and require the ability to make clear and concise presentations and to respond in an effective and appropriate manner during crisis. The employee is required to communicate effectively via verbal, audible and written means.

Work Conditions/ Hours:

Heated and air conditioned open office/office environment. Noise level is usually low to moderate. Minimal travel by vehicle required. The employee may be requested to drive self and others via vehicle. Regular schedule is Monday – Friday between the hours of 8 am – 5 pm, with some scheduling flexibility.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Instructions:

Send completed resume to hr@risewisconsin.org
Alternatively, fax to (608) 250-6637 or mail to:
Attn: Human Resources
RISE
2120 Fordem Ave
Madison, WI 53704

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

- Criminal background check is required for employment.

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.