



## *Accounting Assistant Position Description*

RISE is an emerging leader in coordinated care, crisis respite, 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 Accounting Manager.

As with all positions at our agency, it is the duty of the individual to fully support the mission, vision, values, and diversity statement of the agency. The individual must work in a coordinated manner with other employees and community partners to provide culturally relevant, equitable, and inclusive care while demonstrating professional and personal confidence in the service delivery model taken by the agency.

### **Position Responsibilities:**

#### General Accounting

1. Enter accounts payable invoices on a weekly basis.
2. Process employee expense reports in Paylocity.
3. Prepare and record journal entries for agency credit cards Process regularly scheduled check run twice each week and special check runs as needed.
4. Assist various activities related to the month-end financial close.
5. Work with to prepare schedules to analyze agency's financial results and prepare for annual financial audit.
6. Submit Comprehensive Community Services billing to Dane County Human Services and track reporting.
7. Reconcile payment for Comprehensive Community Services claims to actual amounts billed.
8. Serve as a back-up to Administrative team for ordering gift cards, managing agency credit cards, and recording purchases.
9. Prepare monthly bank deposits and serve as backup for counting cash during brat stand season.
10. Prepare and record journal entries for electronic payments, using shared check register.
11. Monitor agency PayPal accounts and record monthly journal entries for activity.

## Agency

1. Engage in ongoing examination of and engagement with one's own biases and continued work toward cultural humility.
2. Work with everyone embracing different perspectives and life experiences beyond one's own experience and perspective.
3. Attend and actively participate in program meetings and agency meetings.
4. Follow RISE's confidentiality guidelines to ensure program participant privacy.
5. Follow RISE's policies and procedures as cited in the Employee Handbook.
6. Perform other duties as requested by the direct supervisor or agency director that enhance the overall agency operation.
7. Any and all additional tasks as assigned.

## **Required Qualifications:**

- Associate degree in business, accounting or related field OR minimum of four years' 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.

## **Preferred Qualifications:**

- Bilingual in Spanish, French, Arabic, Hmong, or another language as deemed necessary by program (in addition to English) as determined by ALTA test and within RISE'S acceptable range.
- Experience working with others from diverse cultural backgrounds.
- Experience preparing journal entries and Excel schedules.
- Experience with Great Plains software
- Demonstrated experience working for a non-profit organization.

## **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 Accounting Manager.

**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. 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.

**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.

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

**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.*

**I acknowledge that I have read, understood, and received a copy of the position description. I accept this position with RISE.**

Signatures:

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Employee signature and date

Printed Name

I have provided this position description to the employee and answered any related questions.

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Supervisor signature and date

Printed Name