



Bay Area Workforce Development Board

317 West Walnut Street | Green Bay, WI 54303

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TDD/TTY Dial 7-1-1 Toll-free

www.bayareawdb.org

Position Description: ACCOUNTANT ASSISTANT (updated 2/16/2021)

The Bay Area Workforce Development Board is currently recruiting an Accountant Assistant. The Bay Area Workforce Development Board is a public, non-profit 501(c)(3) corporation and administers comprehensive workforce development services and programs across an 11-county region of Northeast Wisconsin.

Position Summary

This is a permanent, hourly non-exempt position providing professional support to the Controller. The position will report to the Controller for primary duties and the coordination of work responsibilities. The Accountant Assistant will work with other staff as required.

Duties and Responsibilities

1. The Accountant Assistant will serve an integral role in maintaining the financial integrity of the agency by:
 - Reviewing internal financial documents for accuracy;
 - Comparing invoices to budget documents and investigating discrepancies;
 - Preparing subcontractor budget modification documentation;
 - Serving as a part of the internal control process for payroll and cash disbursements;
 - Preparing requisitions for purchasing;
 - Preparing and coding invoices for entry and payment;
 - Coordination of check run including preparing invoices for management review, printing & posting of checks, preparing checks for signature & mailing.
 - Using the financial software to create and manage accounts;
 - Assisting the Controller in annual audit preparation and documentation for independent, state, and subcontract monitoring;
 - Maintaining the agency fiscal filing system.

2. The Accountant Assistant will have a thorough knowledge of company fiscal, supportive services, and training reimbursement policies and procedures and assist with the following:
 - Training, monitoring, and communicating with grant subrecipient staff in the application of company policy and procedures;

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- Application of policy and procedures to specific cases and circumstances;
 - Use and maintenance of the company PAS program to enter and update vouchers, manage fund source information, and enter data;
 - Providing input to the Controller and program Operations Manager on policy
3. The Accountant Assistant will work with vendors to develop and maintain purchasing agreements for company supplies and equipment as required;
 4. The Accountant Assistant will maintain accurate equipment and other fixed asset inventory record and monitor those assets as required and work with Job Center staff to coordinate or assist in any repair and maintenance that may be needed on Bay Area WDB purchased equipment.
 5. The Accountant Assistant will coordinate with the Executive Assistant to maintain the company website with financial updates and perform other general office duties as assigned by the Controller.

Qualifications

1. Experience in an office environment, especially with accounting systems
2. Experience with MS Dynamics software is an asset
3. Ability to read and interpret financial documentation
4. Experience with MS Word and Excel
5. Good organization and communication skills required

Salary and Benefits

Wage Range: \$17.00 – \$28.00 per hour

In addition to offering Medical, Dental, Term Life Insurance, and Short-Term Disability benefits, the Bay Area WDB provides a great work-life balance and opportunities for personal and professional growth.

To Apply: Submit a Resume or Curriculum Vitae to mvaliquette@bayareawdb.org