

Accountant

Join our adult literacy team and help adults and families acquire the reading, writing, math, English language, computer, and workforce skills they need to function effectively as workers and community members.

Reports to: Executive Director

Schedule: 16-20 hr/wk, with a flexible schedule and ability to work remotely, but with the need to come into the Green Bay office at least once per week to collaborate with staff and Executive Director, collect donations made via check, make deposits, print checks, access paper records, etc. We may also consider fewer hours per week for appropriate candidate.

Summary: The Accountant is responsible for maintaining accurate financial records and completing all accounting and bookkeeping functions, under the oversight of the Executive Director, in accordance with Generally Accepted Accounting Principles (GAAP) for a non-profit organization.

RESPONSIBILITIES:

Accounts Receivable and Payable:

- Enter accounts receivable, including donations from various electronic platforms
- Prepare and mail invoices
- Enter accounts payable
- Generate vendor payments – check printing/mailing and electronic payments

Cash and Bank Accounts:

- Record all financial transactions
- Maintain and verify all cash, savings, and money market accounts
- Make bank deposits
- Reconcile all accounts monthly, including petty cash, banking, and asset/liability
- Submit monthly statements and reconciliations to Treasurer for review

General Ledger and Financials:

- Maintain and verify all accounts, including inventory, prepaid expenses and fixed assets
- Account as necessary for donations of material goods and in-kind services
- Complete monthly close
- Prepare monthly financial reports
- Track all fund balances and verify entries and balances

Payroll:

- Prepare bi-weekly payroll for external processing
- Maintain payroll records and verify all quarterly and annual payroll reports
- Reconcile Payroll Tax Accounts

Grants

- Track and transfer Special Assistance requests for students with financial hardship

- Track expenditures for restricted grants, prepare grant reimbursement requests and other financial documentation for grants
- Prepare budget and other financial information for United Way and other grants

Other:

- Annual Audit – act as the main point of contact for the independent auditors, and prepare documents and reports for auditors
- Work with management in preparing, setting up and maintaining budgets
- Assist Executive Director and Board with special projects, such as:
 - Research insurance options
 - Prepare Request for Proposals (RFP) for auditors
 - Research investment options
 - Endowment projects

QUALIFICATIONS & EXPERIENCE:

Must have:

- Minimum of a 2-year degree in Accounting, Finance or other related degree
- Knowledge of all aspects of bookkeeping
- Knowledge of fund accounting
- Knowledge of QuickBooks Online, Microsoft Excel and other applications
- Friendly, positive attitude and a self-starter who can work with minimal supervision
- Reliable and organized
- Good written and verbal English communication
- Adaptable to a changing environment

Preferred:

- Experience in non-profit bookkeeping and accounting
- A passion for helping the community and working with diverse/multicultural populations

All interested candidates should send cover letter and resume to Eric Sponholtz, Executive Director, at esponholtz@literacygreenbay.org or contact our office at 920-435-2474 ext 103 for further information.