**Greater Wisconsin Agency on Aging Resources**

**Position Description**

**Title of Position:** Accountant

**Reports to:** Fiscal Manager

**Position Summary:**

This position will provide support to the upkeep and maintenance of the financial systems including contract management, accounts payable, accounts receivable, claim form review and entry into the accounting software, running reports for various programs, staff and auditors, providing claim form support to County and Tribal providers, provide support to fiscal manager in conducting on-site reviews and audits of County and Tribes, conduct compliance audits of both internal and County and Tribe processes, collects Provider, County and Tribe audits annually and provides a summary of any findings to Fiscal Manager. Along with all other duties as assigned.

**Responsibilities of Position:**

* Assists the Fiscal Manager in providing provider compliance audits either on-site or via telephone.
* Reviews provider annual audits and documents any audit findings and assists the Fiscal Manager in providing feedback and any necessary corrective actions and follow up.
* Assists in the maintenance and update of the internal accounting software.
* Responds to external audit requests from auditors representing Counties and Tribes.
* Develop and distribute monthly and as needed budget reports to OAA consultants and management.
* Reviews monthly claims to assure they are being presented in compliance with contract requirements.
* Responsible as a back up to accounts receivable duties and accounts payable duties.
* All other duties as assigned, based on agency needs.

**Credentials and Experience:**

* Bachelor’s degree in Accounting.
* Prefer 2 years of Accounting experience.
* Ability to function independently without direct supervision.
* Excellent interpersonal skills, able to communicate effectively and work under deadlines.
* Detail oriented and team player.
* Ability to travel occasionally by vehicle; possess a valid Wisconsin driver’s license and automobile insurance.
* Ability to work with a diverse population.
* Strong written and verbal communication skills.
* Good customer service skills are a must.
* Prefer experience working in QuickBooks.
* Fluency in Windows based applications including: Word, Excel, PowerPoint, Outlook and Publisher as well as a fluency in internet applications.
* Ability to read and understand business terminology.

**Work Environment:**

The duties of this position require the following:

* Close vision and the ability to adjust focus.
* Working in moderate noise levels and with frequent distractions.
* Regularly sitting, standing, using hands, reaching and lifting or moving up to 10 pounds.
* Occasionally transferring boxes or equipment weighing 30-50 pounds.
* Occasionally travelling by vehicle, including distances or 200+ miles one-way.
* This is a full-time exempt position working standard business hours Monday through Friday with some nights, weekends and overnights required.

*GWAAR is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce. GWAAR provides equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, race, color, creed, national or ethnic origin, citizenship status, religion or similar philosophical beliefs, disability, marital and civil union status, age, genetic information, veteran status or any personal attribute or characteristic that is protected by applicable local, state or federal laws.*