

April 22, 2022

Internal/External Posting

Job Title: Accounting Coordinator

Location: WEAC Office, Madison, WI

Reports to: Director of Finance & Operations

Classification: Associate Staff, Category E

Job Summary: Provide accounting, payroll and analytical services to the association and affiliated organizations in accordance with generally accepted accounting principles (GAAP), regulatory requirements, union and other contractual obligations and organizational policies and procedures.

Job Duties and Responsibilities:

- Work in conjunction with the Director of Finance & Operations toward meeting deadlines with established work objectives, independently applying strict guidelines to new situations and issues.
- Work closely with other members of the finance & operations team and staff in the affiliates.
- Perform General Ledger Accounting for Affiliates
- Perform Payroll Accounting
- Process Accounts Payable
- Perform Banking and Cash Management Services
- Provide Financial Reporting
- Assist with WEAC Accounting tasks as needed

Essential Knowledge, Skills and Abilities:

- Ability to work independently toward meeting tight deadlines with limited supervision.
- Ability to manage complex duties and information to produce accurate and timely financial information/documentation.
- Ability to interpret and understand changing/evolving regulatory requirements, union contracts, contractual agreements and association policies, systems and processes.
- Ability to exercise good judgment and discretion in applying rules when auditing the transactions of others, identifying errors and resolving issues.
- Ability to analyze and solve complex financial transactions and problems and respond to questions from external auditors, outside vendors, governance and association management and staff.
- Ability to prepare and reconcile complex accounting schedules and records.
- Ability to establish and maintain collaborative relationships with governance and association staff at all levels of the organization (management, professional and associate staff) across multiple lines of authority.
- Ability to maintain a high level of proficiency in the use of accounting software (complex system with general ledger, accounts payable, net requisition, payroll, expense reporting and project analyst modules).
- Ability to maintain a working knowledge of Outlook, Excel and Word software.
- Excellent communication, interpersonal, team, collaboration and customer service skills.

- Ability to promote and adhere to the policies and procedures adopted by the WEAC Board of Directors and Representative Assembly.
- Demonstrate trustworthiness and confidentiality.
- Perform all duties in a professional and competent manner.

Training and Experience:

- A minimum of a 2-year Associate Degree in Accounting. A 4-year Bachelor's Degree in Accounting is preferred, but not required.
- Experience working in a multicompany multisite non-profit environment is preferred, but not required.

Salary and Fringe Benefits: As negotiated between United Employers Association and United Staff Union (including, but not limited to health, dental, vision, life and long-term disability insurance, liberal retirement package, vacation and sick leave, training funds). Salary will be based on experience with a minimum starting salary of \$52,000. Optional hybrid work schedule, following completion of training.

Beginning Date & Location of Employment: As soon as possible, WEAC Madison Office, 33 Nob Hill Road Madison, Wisconsin, 53713.

Deadline for Applications: Please submit a resume, letter of interest detailing your experience in the areas of responsibility outlined above, as well as the names, and contact information, of three references from employers or colleagues who are familiar with your work. Applications must be received not later than **5:00 p.m., Wednesday, May 11, 2022.**

Submit Applications to:

Human Resources
Wisconsin Education Association Council
33 Nob Hill Road
P.O. Box 8003
Madison, WI 53708-8003
(Reference: Accounting Coordinator)
e-mail application: heinj@weac.org

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