



Title: AP/AR Specialist – Part-time

Reports to: AVP of Operations

Pay Range: \$15.00 - \$19.00

Location: Administration Office (Remote working and Telecommuting)

Hours: The regular hours for this part-time position is up to 28 hours per week. Must be able to travel to the office, off-site Clubs, meetings and events, if needed.

POSITION DESCRIPTION:

The **AP/AR Specialist's** main responsibilities involve providing daily accounting services, i.e. accounts payable, accounts receivable, general ledger and banking transactions. This includes answering departmental manager questions, ensuring department managers are using the correct general ledger codes and that all financial activities adhere to government regulations, Boys & Girls Club of Dane County policies and generally accepted accounting principles.

RESPONSIBILITY INCLUDES:

- Set up new vendors in accounting system, including collection of Forms W-9
- Create, monitor and convert purchase requisitions into invoices for payment
- Process checks on a weekly basis, including mailing and special handling
- Assist with annual Form 1099 reporting to state and federal governmental authorities
- Create journal entries for recurring bills paid via ACH
- Assist with cash receipts processing
- Set up new customers in accounting system
- Create and send out invoices to customers
- Mail donor acknowledgement letters

ADDITIONAL RESPONSIBILITIES:

- Work with external auditors to provide documentation as requested
- Attend meetings of Board of Directors, Executive Committee and/or other committees as requested
- Handle other duties and responsibilities as deemed necessary or important as assigned
- Effectively work with software and technologies implemented by the Agency or its stakeholders to accomplish assigned goals

QUALIFICATIONS:

Education:

Bachelor's degree from an accredited College or University in accounting, finance, or business administration or equivalent experience

Experience:

A **minimum** of two years of work experience in the accounting department of a multi-department company, preferably a non-profit agency. General knowledge of budgeting and accounting practices, processes and procedures of non-profit organizations

REQUIRED KNOWLEDGE AND CRITICAL SKILLS:

- Solid understanding of best practices for various accounting transactions including cash, accounts payable and accounts receivable.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Excellent communication skills, both verbal and written.
- Strong organizational and analytical skills.
- Ability to interact professionally with Agency staff, Board members, volunteers, and other stakeholders.

Boys & Girls Clubs of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume**, **cover letter**, and **three personal references** via email to lrowell@bgcdc.org or by US Mail, closing date December 11, 2020:

Human Resources

C/o Human Resource Director
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Email: lrowell@bgcdc.org