



Job Posting	<p align="right">Internal Date Posted: February 2, 2012 External Posting Date: February 2, 2012 Closing Date: March 2, 2012</p>
Position Title:	Accounting Manager
Starting Salary:	\$53,851.20 to \$67,308.80 annually (Level 215)
Minimum Education:	Bachelor's degree in Accounting; CPA certification is desirable.
Minimum Experience:	4-6 years of experience in a non-profit, public and/or grant accounting environment, or equivalent combination of related education and experience.
Minimum Knowledge, Skills & Abilities: (Partial List)	<ul style="list-style-type: none"> • In-depth understanding of automated accounting and payroll systems, principles and characteristics. • Knowledge of not-for-profit accounting and administration of Federal and State grants. • Experience with MS Word, Excel, spreadsheet software and accounting software. • Knowledge of payroll tax law and reporting requirements. • Understanding of or ability to translate program/accounting standards into processes for Workforce Investment Board (WIB) and sub-contractor staff. • Know-how to proactively communicate and work well with managers and WIB executives. • Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. • Ability to write reports, business correspondence and procedure manuals. • Ability to effectively present information and respond to accounting-related questions from managers, clients, customers and the general public. • Ability to effectively present complex accounting data in verbal, numeric or visual form to executives and non-accounting staff. • Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. • Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and apply basic concepts of basic algebra and geometry. • Ability to define problems, collect data, establish facts and draw valid conclusion. • Basic mathematics, numbers analysis and chart interpretation skills.
Duties: (Partial List)	<ul style="list-style-type: none"> • Establishes goals for accounting department and staff. Develop strategic plan to attain goals, and monitor performance against goals. • Oversees the utilization of appropriate accounting processes to ensure the accurate and timely recording of WIB financial transactions. • Manages the automated Financial Management System (FMS) • Oversees the preparation of required financial statements to satisfy reporting requirements imposed by senior management, outside auditors, funding sources and regulatory agencies. • Manages the disbursement of funds for payroll and purchase of goods to ensure security and proper reporting of such transactions. • Works effectively with Program Managers and WIB executives to prepare annual budgets and related information to comply with the program requirements and WIB standards. • Plans organizational cash flow to ensure that obligations can be met. • Ensures compliance with local, state and federal tax requirements through technical assistance and training to staff on accounting procedures to minimize WIB's liability. • Reviews payment provisions of contracts for compliance and monitors sub-contractors to ensure accounting requirements are met and schedule payments. • Develops and maintains cost allocation plans for the WIB and sub-contractors to ensure that expenditures are valid, properly matched with revenue, and consistent with Program standards.

Interviews may be conducted during the posting period.

	<ul style="list-style-type: none"> • Prepares monthly invoices for funding sources. • Performs monthly bank reconciliations. • Reviews sub-contractor’s compliance with the Single Audit Act, including annual audit review and resolution process. • Coordinates outside audits to ensure that the accounting information needs of regulators and funding sources are met. • Supervises accounting staff by issuing written and oral instructions. • Assigns duties and examines work for exactness, timeliness, neatness and conformance to policies and procedures. • Adjusts errors and complaints related to accounting issues. <p>Supervises accounting staff. Responsible for overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, recommending for hire and training of employees, addressing staff complaints and resolving.</p>
<p>To Apply:</p>	<p style="text-align: center;">Send cover letter and resume to: Human Resources Milwaukee Area Workforce Investment Board (MAWIB) 2342 N. 27th Street Milwaukee, WI 53210 Fax: (414) 225-2375; E-Mail: hr.manager@milwaukeeewib.org</p>

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