



We're hiring! Join the WCI team and help make a difference in your community.

Now recruiting for the following position:

Finance Coordinator- La Crosse
Part Time (20-25 hours/ week)

Looking for an individual who can help support our fiscal department with a variety of duties including purchasing and inventory. Flexible scheduling during the work week!

Position open until filled. Please see following pages for position description.

A proud partner of the **AmericanJobCenter**[®] network

Workforce Innovation and Opportunity Act programs are made available with Workforce Innovation and Opportunity Act funding from the Western Wisconsin Workforce Development Board, Inc., Wisconsin Department of Workforce Development and United States Department of Labor. The Western Workforce Development Board and Workforce Connections, Inc. are equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call us through Wisconsin Relay Service 7-1-1. Please contact us at (608-789-5499) to request information in an alternate format, including translated to another language.



Finance Coordinator

Supervisor: Director of Administration

Wage Range: \$16- \$18/ hour

Position Summary

Under the direct supervision of the Director of Administration, the Finance Coordinator is responsible for purchasing, general accounting tasks, and fiscal and human resources support duties.

Minimum Qualifications

Prefer a Bachelors or Associates degree in accounting or business related field or one to four years related experience in the accounting field or human resources. Ability to work with a variety of customers including vendors, staff and the public. Ability to coordinate a multitude of projects. Work independently and as a strong team member. Strong written, verbal, and interpersonal skills including conflict resolution and problem solving. Ability to use appropriate computer systems including Windows operating system and Microsoft Office Suite required. Microsoft Office (Word and Excel) a must.

I. CORE ACCOUNTING DUTIES

- Code vouchers, timesheets and purchase orders.
- Match invoices with corresponding purchase orders.
- Enter vouchers, invoices and purchase orders into the accounting software.
- Perform monthly/daily journal entries (cash receipts, copier, vehicles, recurring).
- Void purchase orders, participant vouchers and checks.
- Set up new vendors and personnel within the accounting system.
- Maintain participant accounts within the accounting system.
- Prepare bi-weekly/weekly Accounts Payable and Payroll check runs.
- Perform monthly cost allocation of shared cost pools.
- Perform month end close along with month end financial and grant reports as deemed necessary.
- Be proficient with Word and capable of preparing business correspondence as necessary.
- File completed paperwork as needed.
- Benefit enrollment and support

II. RECONCILIATION AND ANALYSIS

- Create and monitor applicable spreadsheets in Excel as required.
- Perform monthly account reconciliations with the accounting system.
- Perform vendor and contract analysis regarding purchase orders.
- Prepare organizational and local vendor lists.
- Monitor the corporate credit card and reconcile expenses to monthly statements.

III. ORGANIZATIONAL/DEPARTMENT COORDINATION

- Development and improvement of internal fiscal tracking documents/processes helping to create efficiencies within the department and within the organization.

- Communication with Operational, Admin and Planning staff to develop process improvements and with overall staff inquiries.
- Cross-train in accounts payable, payroll and purchasing.
- Development and improvement of internal personnel policies and procedure to create efficiencies within the department and within the organization.

IV. Facility Support

- Assist with local facility issues, including contact with landlord to assist with issues as they arise.
- Provide support for disaster preparedness and emergency operating procedures.

V. Other Duties as Assigned

- Perform other duties as assigned.
- Follow all policy and performance procedures established by Workforce Connections.
- Act as a member of the Workforce Connections team exhibiting professionalism, teamwork, and company values.

Physical/Sensory/Cognitive Requirements

The majority of the work time will be spent in an office setting and in the community in a variety of settings assisting in achieving the goals and objectives of Workforce Connections, Inc. Mobility within the rural and urban community is required on a daily basis. Must be able to drive and have access to a reliable vehicle. Will be required to sit at a desk or in meetings for an extended period of time. Ability to present information and respond to questions from staff, board members, and the general public when speaking on the phone or in face-to-face interactions.

Uses hearing and vision with the ability to collaborate and orchestrate in a variety of environments. Regular use of fine motor skills for writing or typing. Lifting of objects up to 30 pounds may be required. Bending and walking required regularly.

Regularly will concentrate on multiple tasks simultaneously along with the capacity to respond calmly and quickly to deadlines required. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Environmental Conditions

Majority of work is performed in an office setting, community, and varied conditions. Outdoor travel required.

Employee Signature

Date

Supervisor Signature

Date

Executive Director

Date