

Accounting Manager

Racine County Economic Development Corporation (Sturtevant, WI)

The application deadline is April 13, 2018.

Submit cover letter, resume and salary requirements to:

LBeauchesne@RCEDC.org

The RCEDC is an Equal Opportunity Employer and is dedicated to a policy of non-discrimination.

SUMMARY

The Accounting Manager manages all accounting responsibilities for Racine County Economic Development Corporation (RCEDC) including acting as a liaison with outside accountants. This position provides administrative support to the Executive Director of RCEDC, maintains Human Resource (HR) records and provides HR support and information for RCEDC staff. Additional responsibilities include those for the RCEDC finance division, Business Lending Partners (BLP). The Accounting Manager also assists in various other projects as directed by the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage all accounting responsibilities for RCEDC. This includes but not be limited to the following:
 - Reconcile bank accounts, BLP's pass through account, loan payments, receipts, accounts payable, grant revenue and expenses each month for RCEDC.
 - Coordinate and prepare for bi-monthly payroll and 401k submissions. Maintain payroll and various other HR related records and serve as contact for HR matters for staff regarding Cafeteria, health and dental insurance, vacation and casual day requests and inquiries.
 - Improve and maintain Internal Controls and Risk Mitigation.
 - Conduct employment on-boarding and exit meetings with new and departing staff and complete employment and exit checklists as necessary.
 - Prepare and execute monthly ACH loan payments for loan recipients a minimum of three days prior to the first working day of the month.
 - Prepare timely billings of RCEDC accounts (including BLP customers), and prepare and submit checks for payment for RCEDC.
 - Prepare service contracts, budgets, quarterly billings and reports for RCEDC customers.
 - Prepare for the annual review of financial statements and annual audit, and provide appropriate assistance to auditors to facilitate the process.
 - Working with the Executive Director, accurately prepare the RCEDC annual budget, mid-year budget revisions, monthly budget reports, monthly financial statements, monthly Executive Committee meeting packets and quarterly Board of Directors meeting packets.

- Work with BLP in managing loans, including but not limited to the preparation of amortization schedules, payoff statements, closing cost statements, obligations journals, monthly portfolio status reports, SBA 1081 forms, year-end audit letters and 1098 & 1099 forms.
 - Complete government reporting requirements for BLP's loan funds including reports to the Economic Development Administration and Department of Administration, as well as, working with BLP on completion of its report to the US Small Business Administration.
2. Provide administrative support to the Executive Director of RCEDC to include the following actions:
- Prepare high quality written correspondence as directed by the Executive Director.
 - Locate and negotiate purchases of office supplies, office machines, computers, and accessories for staff.
 - Assist in addressing HR issues as needed.
 - Present financials and budgets to the Executive Committee and the Board of Directors as required.

OTHER RELATED TASKS

1. Use personal vehicle to run errands as required for all bank deposits, to obtain signatures on checks and any other necessary RCEDC business.
2. Attend Executive Committee, Board of Directors, various committee and staff meetings as required.
3. Participate in other project assignments as directed by the RCEDC Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES

Education:

- Bachelor's Degree in Accounting, Business Administrative or related field.

Certificates:

- Valid driver's license with verification of appropriate insurance coverage.
- Certified Public Accountant – Not Required

Experience:

- Minimum of three years related experience in a similar position.
- Proven organizational and time management skills with a demand for attention to detail.
- Ability to maintain a high degree of professionalism, confidentiality, flexibility and initiative.
- Proven oral and written communication skills with an emphasis on effective interpersonal skills to work with varying levels of professionals, such as public officials, accountants, board members, business owners and staff.
- Ability to manage multiple projects requiring specific deadlines that may often result in a high stress environment.

- Ability to work independently, effectively analyze and problem solve issues, and exercise good judgment in making a variety of decisions.
- Knowledge of word processing, data processing and spreadsheet software applications to include Outlook, Word, Excel, Access, Online banking, PowerPoint, Adobe Acrobat and Sage Accounting, or comparable software.

Equipment:

- Operate a variety of office machines and equipment to include computer, scanner, fax machine, telephone, copy machine and calculator.

Environment:

- Typical inside, air-conditioned office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Some standing, walking, sitting, stooping;
- Some kneeling, crouching, balancing and bending/twisting;
- Some lifting, carrying, pushing/pulling to a maximum of 70 pounds;
- Sitting for long periods of time;
- Fine motor skills;
- Tolerance of noise and odors from various office machines;
- Driving to various locations as required by meetings, running errands, etc.

If you are interested in this opportunity, submit your cover letter, compensation requirements and resume by Friday, April 13, 2018 to:

Lynn Beauchesne

Administrative Assistant

LBeauchesne@RCEDC.org