

# Accountant

20 HOURS PER WEEK

The La Crosse Area Chamber of Commerce is seeking an accountant to join our highly innovative team that is helping grow businesses in our community by connecting them to each other, growing them through business-to-business marketing opportunities, education, and advocating on their behalf. We are a high-paced, non-profit uniting our approximately 680 local businesses at more 205 events a year of varying sizes and price points. These events touch our member investors more than 6,200 times.

The accountant is responsible for the primary day-to-day finances for our organization and our Foundation. This will include direct responsibility for accounting, project costing, employee benefits, vendor analysis and negotiations, financial reporting and analysis.

## Job Description

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The Accountant creates financial transactions, creates financial reports from that information, develops, monitors budgets for our programs and events, and manages our payroll and employee benefits program. Most daily transactions occur in our accounts receivable are entered in our customer-relations management (CRM) software or accounts payable is through an online portal, and all are imported into QuickBooks for reporting and analysis. Our payroll and associated taxes are managed through an online payroll system. Annual reporting and compilations are conducted by an external accounting firm.

## Responsibilities

- Ensure that accounts payable are paid in a timely manner, maximizing discounts
- Ensure that accounts receivable are collected promptly
- Record cash receipts and make bank deposits
- Process payroll in a timely manner
- Ensure that required debt payments are made on a timely basis
- Issue invoices to customers
- Issue statements to customers
- Process new members and member cancellations in coordination with membership & marketing director. Assist in preparing reports, when requested.
- Manage our raffle license and state reporting
- Conduct a monthly reconciliation of every bank and credit card account
- Conduct quarterly reconciliations of all accounts to ensure their accuracy
- Maintain the petty cash fund
- Provide information to the external accountant who creates the company's annual tax returns and annual compilation
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Maintain the annual budget
- Tag and monitor fixed assets
- Comply with local, state, and federal government reporting requirements
- Assist with general office operation, telephone answering, service to visitors, mailings and overall office organization.
- Maintain a documented system of accounting policies and procedures
- Manage outsourced functions
- Manage our facility needs (leases, rent payments, vendors, etc.)
- Calculate and issue financial analysis of the financial statements every-other-month
- Calculate variances from the budget and report significant issues to management

A green circular graphic containing the text "CONNECT. GROW. ADVOCATE." in white, bold, sans-serif capital letters, arranged in three lines.

**CONNECT.  
GROW.  
ADVOCATE.**

- Manages and advises on our employee benefits
- Calculate and issue financial and operating metrics
- Manage the production of the annual budget and forecasts
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations
- Provide advice on the financial implications of business activities.
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting
- Attend a quarterly meeting of our Finance Committee (made up of a small group of our investors and board members).

## Qualifications

- Two years' experience in a company's accounting area.
- Candidates must have, at minimum, an Associate's degree in accounting, a bachelor's degree in Accounting is preferred. Equivalent business experience will be considered.
- Hands-on experience in bookkeeping and strong knowledge of generally accepted accounting principles required.
- Good knowledge of payroll requirements preferred.
- Ability to operate office equipment, including multi-line phone, copier, and computers.
- Working knowledge of QuickBooks and Microsoft Office, especially Excel, is required.
- Experience working at a non-profit is beneficial.

## Personal Attributes:

- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with the team at remote locations essential
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Embracing quality and productivity improvement as well as constant innovation