



Junior Achievement of Wisconsin, Inc. Position Description

Position: Accounting & Payroll Specialist
Primary Focus: Wisconsin
Status: Part-time, 20 - 25 hours/week
Work Environment: Hybrid

Leader: Controller
Team: Finance
FLSA Status: Hourly / Non-exempt

A POWERFUL PURPOSE:

At Junior Achievement, we believe in the boundless possibility of young people. A community connected education partner, Junior Achievement of Wisconsin's purpose is to inspire and prepare young people to succeed. Junior Achievement reaches more than 50,000 students in Southeast Wisconsin annually in relevant, hands-on, minds-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement team members are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Wisconsin offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION CONCEPT: The Accounting & Payroll Specialist, is responsible for efficiently managing accounts payable and receivable, ensuring accurate payroll processing, and maintaining comprehensive payroll-related general ledger records. With strong numerical aptitude, organizational skills, and proficiency in accounting and payroll software, this is a crucial role in Junior Achievement of Wisconsin's financial stability and accuracy.

PRIMARY RESPONSIBILITIES:

- Process vendor invoices, obtain approval for vendor payments, and ensure timely and accurate payment of invoices. Reconcile vendor statements and resolve discrepancies.
- Manage the full cycle of accounts receivable, including invoicing, cash collections, and posting of cash. Reconcile key accounts and resolve any discrepancies.
- Collect and enter payroll data, calculate wages, withholdings, and deductions. Process payroll by established deadlines and issue paychecks or direct deposits.
- Perform credit card and bank account reconciliation and follow up on discrepancies.
- Prepare and post journal entries related to accounts payable, receivable, and payroll. Maintain accurate and up-to-date general ledger records.
- Maintain comprehensive and accurate records of all financial transactions. Ensure proper documentation and filing of accounting documents.
- Generate and distribute financial reports, including payroll summaries, accounts payable and receivable reports, and general ledger summaries.
- Address and resolve any issues related to accounts payable, receivable, payroll, and general ledger activities. Collaborate with internal teams and external vendors to ensure smooth operations.
- Assist with depreciation entries and special projects as needed.
- Provide general accounting and clerical support as needed.
- Perform other duties as assigned.

The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.

EDUCATION/EXPERIENCE REQUIRED: Associate degree or certificate program, or combination of education and at least 2 years of related work experience required. Knowledge of accounting and payroll principles, processes, and terminology. Superb time management, organization skills and attention to detail. Proficiency with Microsoft Office Suite, to include Excel and Access, and data management. Capable of working independently. Ability to prioritize tasks and maintain a high level of confidentiality. Competency in or ability to learn new software applications. Knowledge of Blackbaud FE NXT, Microsoft Dynamics, and ADP Workforce Now preferred.

WORK ENVIRONMENT: This position may be eligible for a hybrid onsite and remote work model, after fully trained in primary responsibilities. Onsite work is required to be a minimum of 3 days per week, or 60% of the established weekly schedule whichever is greater. This is a critical component of the role, as it directly supports team collaboration, process improvement and the delivery of our services. Onsite presence is necessary to ensure effective communication, access to specialized equipment or resources, and to maintain the quality and efficiency of job performance.

PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, occasionally required to lift and carry light weights (5-15 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.