

Accounting Manager

Part Time 20-25 hours a week

Daytime hours

Monday – Friday – No Weekends, No Holidays!

Portal inc is a Human Service's Agency supporting adults with developmental and/or intellectual disabilities.

The Accounting Manager position is responsible for management, oversight and completion of overall cost and financial accounting process and functions.

Responsible for:

- Accounting and financial reporting functions, including Accounts Receivable, Accounts Payable, and General Ledger.
- Coordinates development of annual budget process.
- Responsible for monthly financial statement preparation.
- Develops and maintains accounting policies and procedures.
- Manages annual audit process.
- Coordinates Finance Committee meetings and reporting.
- Establish and maintain internal controls and guidelines for accounting transactions
- Oversee and assist with A/P process to ensure timely payment of all leases, contracts, and invoices

The successful candidate must possess:

- Bachelor's Degree/Master's Degree in Accounting and/or related field
- Successful completion of Criminal Background Check and Caregivers Background Check
- Clear Wisconsin Motor Vehicle Record
- Minimal five years proven progressive accounting experience.
- Non-profit environment preferred
- Excellent interpersonal and communication skills.
- Independent problem-solving ability
- Proficiency in Microsoft Office products required
- Knowledge of Blackbaud software strongly preferred

Staff and individuals served continue to adhere to recommended CDC COVID-19 precautions, ie focused on at-risk populations.



Submit your resume or letter of interest to
humanresources@portalinc.org.

Learn more of Portal, inc and the individuals we are honored to serve and support at www.portalinc.org