

## Accounting Assistant

Written by NeighborWorks Green Bay

Tuesday, 24 February 2015 10:48 - Last Updated Monday, 02 March 2015 12:49

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**GREEN BAY - NeighborWorks** Green Bay is a not-for-profit organization seeking an experienced full-time Accounting Assistant to provide accounting support.

### Job Description:

This position reports directly to the Director of Finance and performs a variety of routine calculation, posting, and verifying tasks including, but not limited to:

- Process bi-weekly payroll, and assist in year-end payroll processing and reporting.
- Accounts Payable - auditing, coding, and data entry of all contractor and vendor invoices for payment, process checks on weekly basis. Maintain vendor records.
- Review and process monthly rental reports received from third party Property Manager.
- Prepare reimbursement requests for funding draws.
- Weekly bank deposits
- Track and maintain project costs, and collect lien waivers from contractors and suppliers, and review certificates of insurance for contractors and commercial tenants to ensure they

are up-to-date.

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- Perform account reconciliations.
- Assist with annual audit preparation.
- Assists Director of Finance and other duties as assigned.
- Other administrative duties such as organizing and maintaining physical and electronic files, and serving as back up for some of the duties of administrative assistant.

### Requirements:

- Associate Degree in accounting required. Bachelor's Degree in accounting preferred.
- A minimum of 2 years of accounting and payroll experience.
- Proficient in Microsoft Office Suite, particularly Excel.
- Proficient in the use of automated accounting software. Microsoft Dynamics GP preferred, but not required.
- Basic knowledge of accounting principles.
- Must be organized and detail oriented.

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- Knowledge of not-for-profit accounting, grant funding, and real estate a plus.

We offer competitive wages and benefits and are an equal opportunity, affirmative action employer and service provider.

To apply, please send resume and cover letter, no later than March 10, 2015 to:

NeighborWorks Green Bay

437 S. Jackson Street

Green Bay, WI 54301

Email: [jobs@nwgreenbay.org](mailto:jobs@nwgreenbay.org)