



ADMINISTRATIVE OFFICE

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ACCOUNTING CLERK Administration Milwaukee Office

External Job Announcement

August 27, 2020

Legal Action of Wisconsin, Inc. is seeking to hire a full-time Accounting Clerk to assist in the non-legal management of the firm with specific emphasis on Paperless Accounts Payables, Paperless Employee Expense Claims and Travel Authorizations, Account Reconciliations, Payroll, Month-End Close, and Year-End Close. The position will be a key member of an Administrative team consisting of the Executive Director, Chief Financial Officer, Human Resources, Controller, Senior Accountant, Accounting Technician, Information Technology and Communications Managers. This is non-exempt position is located at the administrative office at 411 E. Wisconsin Ave., Milwaukee, Wisconsin. The position reports to the Controller.

Legal Action of Wisconsin, Inc. is a non-profit corporation which provides free civil legal services to low income persons in the thirty-nine counties in the southern half of Wisconsin. Legal Action also operates a statewide migrant farm worker project and a special project for elderly clients. The current budget is approximately \$13 million per year, a staffing level of 128 positions and approximately 60 funding sources. Offices are maintained in Milwaukee, Madison, Racine, Green Bay, Oshkosh, and La Crosse.

Equal justice under the law can only be achieved through the collaboration of a diverse staff. When we utilize our difference, we effect positive change for the communities we serve. We are committed to equitable inclusion across gender, sexual orientation, gender identity, age, ability, sex, religion, economic circumstance, ethnicity, national origin, and culture. We are striving to transcend the construct of race and be an anti-racist law firm. We encourage staff to bring their whole selves to work each day and pledge to celebrate every aspect of who they are.

Due to the COVID-19 pandemic, this position may be remote for some period of time.

KEY RESPONSIBILITIES

This position is under the direction of the firm's Controller. The Accounting Clerk will be assigned responsibilities to perform the daily operations of the firm's accounts payable, leave tracking, payroll processing, reconciliation of payroll accounts, and basic Accounting support. Additional job duties would also include assisting as necessary with accounts receivable, grant accounting, inventory and other duties as requested.

Accounts Payable (A/P) Processing:

- Review and process all invoices, employee expense reports, and employee travel/training reimbursement requests.
- Obtain proper approvals for invoices and employee reimbursements through the paperless A/P and expense software.
- Ensure all invoices and expenses are coded properly to the general ledger and entered into the A/P module of the accounting software (within three business days of obtaining approvals) and the payroll software (during the payroll immediately following the proper approvals being obtained) as appropriate.
- Solicit ACH payment authorization from vendors currently not paid via ACH.
- Maintains Accounts Payable aging and all files in accordance with retention policies.
- Interacts with vendors to assure timely and accurate payment of invoices and to assure timely receipt of invoices to ensure an accurate month-end closing process.
- Follows up with those vendors that have not timely submitted invoices to ensure all monthly expenses are recorded in the proper month per generally accepted accounting principles (GAAP).
- Prepares draft of the monthly accounts payable/general ledger reconciliation and the AP and PR cash reconciliations for Senior Accountant or Controller to review.
- Prepare draft of the credit card account reconciliation on a monthly basis, including entering all expenses into the accounts payable system.
- Provide invoices for all fixed asset purchases to the Senior Accountant or Controller based on the capitalization policy.
- Draft year-end reports for audit and cost report.

Payroll:

- Maintain roster of budgeted positions by department, location, and grant for the organization, with corresponding records of employee names, hire dates and subsequent change or termination dates, vacancy dates, grant coverage status and pay rates. This information is needed for the accurate processing of payroll and the budgetary control across all grants.
- Collect banking information for direct deposit setup and initiate deposits for pay period.
- Maintain and enter/approve W-4 forms for federal and state tax withholdings.
- Understand the Microsoft Access salary database process and how it relates to LAW payroll process.
- Provide ongoing professional communication to internal staff at various levels concerning payroll policy and procedures. Work closely with payroll processing company to ensure that updates to payroll are processed.
- Manage workflow to ensure all payroll transactions are processed accurately and timely; process bi-monthly payroll within the required timelines.
- Reconcile payroll prior to transmission and validate confirmed reports.
- Understand proper taxation of employer paid benefits. Familiarize yourself and keep current with the taxation of salaries, benefits and other factors; bring changes to management attention as necessary.
- Ensure payroll bank account balance remains at proper level by requesting appropriate transfer amounts on a timely basis.
- Run back up reports to verify integrity of data prior to transmission.

- Prepare and process manual checks, as required.
- Research, analyze, and resolve all discrepancies, reporting to management as needed.
- Process correct garnishment calculation and compliance and ensure proper submission to outside agencies.
- Develop ad hoc financial and operational reporting using the payroll system and MS Access as needed.
- Communicate with HR to make necessary changes/updates to accounts.
- Conduct periodic (at least quarterly) audits of all payroll records. Provide a report of such audits to the Controller.

Vendor Management:

- Ensure communication with Controller/CFO regarding which vendors need to be set up per invoices received and new vendor request forms are completed and submitted to the Controller/CFO.
- Ensure that W-9's are received for each vendor prior to payment; verify the vendor is allowed in SAM (System for Award Management).

Month-End/Financial Statements:

- Prepare reconciliation of balance sheet accounts, as assigned.
- Participate in month-end closing, and additional assignments for monthly financial reporting.
- Assist with data input of all accounting entries for the fiscal period.
- Assist in the preparation of accurate, timely financial statements in accordance with our established schedule and with input from the rest of the accounting department, including comparative budget to actual.

Year-End:

- Assist in the preparatory work for each audit including preparation and review of accounting schedules, preparation of journal entries, and communicate with auditors during audits (annual financial statement audit, 401k audit, workers compensation audit, etc.).
- Prepare grant, government, and service reports, from Client database using Access and assist in tracking year to date expenses.
- Assist with preparation of annual firmwide and grant budgets.
- Process W-2, 1099, and any other annual compliance forms as required for tax purposes (with Senior Accountant and Controller supervision).

Miscellaneous:

- Act as back-up to Accounting Technician and Senior Accountant, as necessary.

Compliance:

- Assist in development, implementation, and enforcement of corporate policies and departmental procedures related to finance and accounting functions to ensure appropriate accounting internal controls and record retention systems are maintained by the organization.
- Spot errors and suggest ways for improving procedures.
- Ensure compliance with GAAP standards.

The Accounting Clerk will also be expected to perform other duties related to the administration of the program which are not related to the substantive legal work of the program.

QUALIFICATIONS

- Education: Associate degree in accounting from an accredited university or equivalent work experience. Must have a basic understanding of accounting principles.
- Experience: Preferred at least 2 year of experience related to payroll, accounts payable, and account reconciliations. The ability to multi-task and coordinate competing work priorities.
- Expertise: Must be proficient in Microsoft Excel and other Microsoft Programs. Proficient and working knowledge of accounting software packages and payroll reporting, experience with MIP, Kronos/Orbit payroll system, and Ariett (avidxchange) a plus. Provide analytical and problem-solving skills. This position requires attention to detail, a high level of flexibility, and a professional attitude. Applicant must be able to handle confidential information in a professional manner and have professional ethics.
- Language: Comprehend and use basic language either written or spoken to communicate information and ideas. Demonstrate courteous behavior through polite, respectful, and positive communication with all co-workers, vendors, clients, and the general public.
- Hours of work: May vary based on Firm need.
- Travel: May vary based on Firm need.
- Minorities and Women are encouraged to apply.

SALARY, BENEFITS AND OTHER INFORMATION

The salary for the Accounting Clerk position is competitive and increases depending on experience and qualifications. Position includes full fringe benefit package which currently includes health, dental, life and long-term disability insurance, a retirement plan, plus three weeks' vacation, four personal days, twelve sick days per year and four weeks of paid parental leave for eligible employees.

The position is governed by the Legal Action of Wisconsin, Inc. Personnel Policies which are subject to unilateral change by the Legal Action Board of Directors. As with any Legal Action position, there is no guaranteed period of employment and employment is "at will", subject to termination at any time.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

HOW TO APPLY

Interested persons should submit the following:

- A full resume summarizing your work experience and qualifications;
- At least three professional references; and
- A cover letter explaining your interest in the position
- Optional (but highly encouraged): A statement about the ways your unique background and personal, professional and life experience contribute to the diversity, cultural vitality and perspective of our staff and our law firm's mission and this position.
- Submit application materials in PDF format to: Mr. Scott Davis, Controller, Legal Action of Wisconsin, Inc, 230 West Wells Street, Room 800, Milwaukee, WI 53203 or you can email your application materials to: accountingclerk@legalaction.org.

Deadline to Apply: This position will be opened until filled. Application materials will be reviewed continuously as received; for early consideration, please submit application materials by: **5:00 pm Thursday, September 10, 2020.**

Legal Action of Wisconsin, Inc. is an Equal Opportunity/Affirmative Action Employer