



*ICS is a progressive organization driven by our culture, vision and values. We are seeking energetic candidates ready to deliver dynamic customer service in a fast-paced, team environment for the following position:*

## **Finance Assistant**

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### **Job Summary:**

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This full-time hourly paid position (40 hr. /wk.) is an active participant of the Finance Team and performs duties related to the day-to-day financial operations of the organization.

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### **Responsibilities:**

The Finance Assistant duties include accounts receivable, payroll, garnishments, invoicing and accounts payable. The position is also responsible for multiple general ledger reconciliations along with multiple bank statement reconciliations. Additionally, this position assists with audit preparation along with other accounting and finance duties.

### **Qualifications:**

- Minimum of an Associate Degree in Accounting and/or three to five years accounting experience with Accounts Receivable, Accounts Payable and Reconciliations preferred.
- Must be assertive, self-disciplined, attentive to detail, and able to work independently.
- Requires good people and collaborative skills.
- Must be an effective communicator, both written and oral.
- Must be able to multi-task and adapt to multiple interruptions.
- Basic computer knowledge required, and must be able to learn new programs quickly.

*Applications will be accepted until this position is filled. Send resume and salary requirements to [hr@ics-gb.org](mailto:hr@ics-gb.org) or to the address below:*

ICS - Human Resources  
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