



**Job applications are currently being accepted for the following position:**

## **Accountant**

---

### **Job Summary:**

---

This full-time position is responsible for all financial services and accounting functions for ICS and related entities. Primary responsibilities include financial reporting, budget development, treasury and risk management, audits, creation and adherence of fiscal policies and procedures, day-to-day accounting transactions, and compliance with all regulatory requirements related to program administration.

---

### **Job Duties include:**

- Coordination of the general ledger in all of ICS's financial software, including setting up account names, numbers, and attributes.
- Coordinate and complete month-end closing process. Review and run established cost-allocation programs. Prepare and enter into the financial software monthly, recurring, and correcting journal entries.
- Coordinate year-end closeout procedures to ensure a timely year-end close of accounting systems and to facilitate timely external audits. Provide information to external auditors in a manner that leads to audits that meet all external and internal deadlines.
- Maintain bank account information in financial software including reconciling accounts on a monthly basis. This will include reconciling automatic payments received and made from each account as well as deposits, transfers and cleared checks. Clear HCV checks in the Housing Pro system as needed. Allocate FSS escrow account interest in Housing system on a monthly basis.
- Create annual budgets for all organizational entities.
- Conduct/assist with bi-monthly check runs for Housing Assistance Payments.
- Regularly process all Administrative Accounts Payable check runs.
- Properly code and deposit all incoming funds.
- Review and import completed payroll data into financial software.
- Write and run monthly financial reports as needed.
- Conduct account reconciliations for all balance sheet accounts.
- Maintain computerized fixed asset inventory records.
- Responsible for reporting financial information to Board of Directors and to the Brown County Housing Authority.
- Evaluate accounting processes for efficiency and effectiveness, document procedures, and actively seek improvement in procedures.
- Cross-train to ensure adequate backups for all fiscal operations i.e., identify cross training needs, provide opportunities to learn other functions, etc.
- Maintain working knowledge of other software packages in use at ICS as they relate to the fiscal operations of the company.



**Preferred Education and Experience:**

- Bachelor's Degree in Accounting.
- Knowledge of OMB Circular A-122 helpful.
- Four years experience in accounting, preferably with a non-profit organization.
- CPA preferred but not necessary.
- Knowledge of Fundware, and Financial Edge/NXT accounting software helpful
- Knowledge of ADP General Ledger, and Housing Pro helpful.
- Any combination of education and experience in the specified areas may be substituted for the above qualifications at the discretion of Integrated Community Solutions.

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

Integrated Community Solutions, Inc.  
ATTN: Human Resources  
2605 S. Oneida St., Suite 106  
Green Bay, WI 54304