



Accountant

Job Summary:

This full-time position is responsible for various accounting functions for ICS and related entities. Primary responsibilities will include day-to-day accounting functions such as accounts receivable, invoicing, accounts payable and multiple general ledger and bank statement reconciliations. Additionally, this position will assist with audit preparation along with other accounting and finance duties.

Job Duties include:

- Complete month-end closing process as assigned including but not limited to conducting account reconciliations for all balance sheet accounts; preparing and running monthly allocation processes; preparing monthly, recurring, and correcting journal entries and entering in the appropriate finance systems.
- Maintain bank account information in financial software including reconciling accounts monthly. This will include but not limited to 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 monthly.
- Regularly process Accounts Payable invoices as assigned including but not limited to accurately coding and entering in the appropriate finance systems, mailing out checks, and filing backup.
- Properly code all incoming funds and enter them in the appropriate finance systems.
- Enter landlord direct deposit into appropriate finance system.
- Enter repayments from clients and landlords into the appropriate finance system.
- Record rental property payments and properly track and maintain receivable and prepaid rental accounts.
- Engagement in company sponsored events (i.e., Ladder of Hope).

Preferred Education and Experience:

- 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 the position is filled.

Send cover letter and resume to hr@ics-gb.org or to the address below.

ICS – Human Resources
2605 S. Oneida St., Suite 106
Green Bay, WI 54304

EOE/AA

ICS VALUES * Seeing What Could Be * Living to Potential * Never Being Satisfied * Investing in People's Success