

POSITION TITLE: Accountant
DEPARTMENT: Finance & Operations
LOCATION: Wisconsin
REPORTING TO: Accounting and Database Administrator
FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Non-Exempt
CLASSIFICATION: Full-Time
LAST UPDATED: December 2024

POSITION SUMMARY:

The **Accountant** is part of a dedicated team of professionals who, utilizing SOWI's Guiding Values, work together to support Special Olympics Wisconsin's (SOWI) vision and mission to open hearts and minds towards people with intellectual disabilities and create inclusive communities across Wisconsin by providing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendships with their families, other athletes, and the community.

The **Accountant** is organized and self-motivated with a high level of attention to detail. They are responsible for participating with the financial operations of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Accounts Payable:
 - Accurately process vendor invoices for payment
 - Maintain vendor records
 - Prepares 1099s
 - Expense analysis which includes verifying the account code and comparing to the budget.
- Donor Information:
 - Accurately process daily cash inflow
 - Accurately applies receipts to donor records
 - Prepares gift acknowledgements
 - Responds to donor and volunteer questions
 - Prepare monthly sales tax report
 - Assist with donor record maintenance
 - Revenue analysis
- Payroll:
 - Review employee timesheets for reasonableness
 - Update deductions and earnings, as needed in the payroll system
 - Create batches for review
 - Reconcile payroll register
- Event Support:
 - Assist with Polar Plunge event registrations
 - Assist with State Sports Tournaments
- Assists with monthly close, as assigned
- Assists with cross-departmental projects and reports, as assigned
- Develop effective and collaborative relationships with internal and external stakeholders.
- Abide by SOWI Guiding Values



- Execute Special Olympics Wisconsin's Strategic Plan
- Develop and execute annual work plan and goals.
- Promote the mission of Special Olympics Wisconsin, Inc.
- Demonstrated commitment to valuing diversity & equity and contributing to an inclusive culture.

This job description describes the general nature and scope of the responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE:

- Associate degree in Accounting or related field. Bachelor's degree, preferred
- Experience with accounting software and data entry
- Excellent understand of accounting rules and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Advanced knowledge and experience with spreadsheets

KNOWLEDGE, SKILLS AND ABILITIES:

- Adherence to timelines and strong attention to detail.
- Demonstrable problem-solving skills.
- Analytical skills
- Track record of demonstrating customer service.
- Ability to work with a team and independently and organize work to meet established deadlines, solve problems using good judgment and understand when to seek assistance/guidance from others.
- Proficiency with MS Office, especially Outlook, Word and Excel.
- Raiser's Edge experience, preferred.
- Valid Driver's License

WORK ENVIRONMENT AND JOB SPECIFICATIONS:

The work environment and job specifications listed below are representatives of those that must be met by an employee with or without accommodations, to successfully perform the essential functions of this job.

- Office work environment
- Frequently move around and access or use computers, office equipment, telephone, and any other pertinent supplies, space of equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for extended period of times.
- Lift and/or move, transport, setup up to 50 pounds.
- Travel occasionally throughout the state
- Ability to work evenings and weekends as projects require.

MISSION

The mission of Special Olympics Wisconsin is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate



courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.