

## **Accountant**

The Tavern League of Wisconsin, located on the East side of Madison, WI, is a non-profit trade association dedicated to serving the needs of the retail beverage alcohol segment of the hospitality industry. The League exists to provide services to members which are only available as a collective team. These services include legislative and governmental relations, legal information, educational services, and promotes the industry on behalf of its membership. We are seeking a technology savvy, hands on Accounting professional to further our mission.

Your contributions will include accountants payable and receivable, bank deposit and reconciliation, financial reporting, budgeting, maintaining accounting records, compliance, assisting with grant applications, and maintaining our information systems. To be successful in this role, you will need:

- Associates or Bachelor's Degree in Accounting or related major OR experience in lieu of education is required.
- 1+ years of accounting experience specifically in A/R, A/P and budgeting is required.
- GAAP knowledge and the ability to apply those principles is required.
- Experience with Microsoft Office products including Word, Outlook, and Excel is required.
- Experience and interest in using technology to create efficiencies is required.
- Exceptional attention to detail and accuracy is required.
- Excellent organization and time management skills is required.
- Effective analytical and problem solving skills is required.
- Strong written and verbal communication skills is required.
- Positive teamwork and customer service mentality is required.
- A valid Wisconsin Driver's License is required.
- Extensive experience Microsoft Dynamics GP accounting software knowledge preferred.
- iMIS Database knowledge preferred.
- Previous experience leading the IT efforts (e.g. networking, back up tapes, etc.) for a small office is preferred.
- Previous experience with a mission based, not for profit is preferred.

In exchange for your talents we offer market pay, generous benefits package, coupled with a casual, flexible environment. If you are interested in joining our team, please forward your resume and pay requirements.