



POSITION ANNOUNCEMENT

Staff Accountant

Deadline for Application: October 22, 2020

Cooperative Educational Service Agency 10 (CESA 10) is looking for an individual to serve as a full-time Staff Accountant to be based in Chippewa Falls, Wisconsin. The Staff Accountant will, under administrative direction, provide financial services to ensure efficient, timely, and accurate accounting functions according established policies and procedures.

The ideal candidate will possess a minimum of an Associate's Degree in Accounting, prior work experience in an accounting position, have knowledge of the Wisconsin Uniform Financial Accounting Requirements (WUFAR), have thorough knowledge of applicable accounts payable/receivable/general ledger/payroll systems and procedures, knowledge of financial software systems, with school financial software preferred, advanced computer skills, including word processing, spreadsheets, e-mail, and ability to write queries, and knowledge of generally accepted accounting practices as required by the agency, state (Department of Public Instruction) and federal government.

Related Skills:

- Ability to establish effective working relationships with staff members, other agencies, and the public.
- Ability to be an ideal team player by working in a team environment, recognizing the success of others, using good judgment and intuition in group dynamics, understanding the impact of words and actions, and being self-motivated.
- Willingness to pursue continuous professional improvement.
- Maintains confidentiality regarding internal matters of the Agency and complies with legal confidentiality requirements.
- Complies with Agency regulations, policies, procedures, practices and administrative directives.
- Possesses strong organizational and time management skills.
- Problem-prevention and problem-solving skills.
- Ability to manage multiple projects at a time while paying strict attention to detail and accuracy.
- Ability to work independently as well as collaborate with diverse work teams.

Performance Responsibilities:

- Complete special projects as assigned by the Finance Director
- Accounts Payable
- Accounts Receivable
- Payroll
- Budgets
- Reporting
- Business Services for School Districts

Complete job description information is located at: <https://www.cesa10.k12.wi.us/employment> - Operations

This is a full-time position. Wage will be competitive. An excellent benefit package will be provided which includes health, dental, life and disability insurance, retirement benefits, Wisconsin Retirement System pension, and paid time off. All applications will be taken through [WECAN](#). Deadline for applications will be October 22, 2020.

Human Resources

725 W Park Ave, Chippewa Falls, WI 54729

It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.