



## Position Available Accounting Specialist

### **HISTORIC THIRD WARD ASSOCIATION, INC.**

The Historic Third Ward Association (HTWA) acts as a catalyst to develop the District as an innovative, livable and exciting mixed use neighborhood while preserving its historic and creative character. The HTWA also contracts to run the day-to-day operations of the City of Milwaukee Business Improvement District No. 2 (BID) which owns and operates two parking structures and maintains the streetscaping of the neighborhood and the Riverwalk.

### **POSITION DESCRIPTION**

Working closely with, and reporting to, the executive director, the accounting specialist is primarily responsible for the accounting and budgeting operations of the HTWA and BID. Additionally, the accounting specialist handles all employee benefit and other personnel issues. Operating on an annual budget of approximately \$2.5 million, the accounting manager is a key member of the staff of HTWA.

Specifically, the Accounting Specialist:

<b>Accounting</b>	Maintain organizations' books using QuickBooks software. Make bank deposits, make bank transfers and monitor and reconcile all operating accounts. Maintain cash flow and make recommendations. Perform accounts payable and accounts receivable functions. Prepare and file sales tax returns.
<b>Payroll</b>	Prepare the weekly payroll for 15+ employees, track vacation and sick leave. Create and maintain employee files.
<b>HR/Employee Benefits</b>	Monitor and administer employee benefits, health, life and other benefit plans. Prepare 1099s and ensure W-2s are mailed by deadlines. Assist managers with personnel issues.
<b>Budgeting/Reporting</b>	Assist the executive director with the preparation of the annual budget. Prepare monthly financial statements.
<b>Annual Audit</b>	Work with independent auditors for the annual audit and furnish information as needed.
<b>Qualifications:</b>	Candidates should have a degree in accounting along with two or more years experience. Prior QuickBooks experience is helpful.
<b>Salary:</b>	Commensurate with experience
<b>Start date:</b>	Immediate

Interested individuals should submit (email preferred) a cover letter with resume to:

**Hiring Manager  
Historic Third Ward Association  
219 N. Milwaukee St.  
Milwaukee, WI 53202  
office@historicthirdward.org**

*The Historic Third Ward Association is an equal opportunity employer.*