



PORCHLIGHT, INC.

306 N BROOKS ST
MADISON, WI 53715
P: 608.257.2534
F: 608.257.2507

WWW.PORCHLIGHTINC.ORG

Accountant – Applications due May 20, 2022 at noon

OUR MISSION

Porchlight strives to address homelessness in Dane County by providing shelter, housing, supportive services, and a sense of community in ways that empower residents and program participants to positively shape their lives.

This mission to serve those struggling with homelessness can only be accomplished through the generous support of community members and the endless dedication of our staff and volunteers.

HOW TO APPLY: Interested candidates must have a formal Employment Application on file, which can be found at <http://porchlightinc.org/careers/>.

Email: hr@porchlightinc.org
Post Mail: Human Resources, Porchlight, 306 N. Brooks St., Madison, WI 53715

Title: Accountant
Department: Accounting
Primary Location: 306 N Brooks St, Madison
Reports to: Director of Finance
FLSA Status: Nonexempt
Employment Status: Full-time, regular
Hours: 40 hours per week
Regular Schedule: 8 am – 4:30 pm Monday – Friday, (8 hour days with some flexibility in schedule)
Pay Range: \$20-23/hour
Benefits Available: Full package
Screening Requirements: CCAP background check

SUMMARY OF PRIMARY FUNCTION: Under the direction of the Director of Finance, the Accountant will support the Accounting Department and team members. Performing accounting functions for general ledger, grants receivable, prepaid assets, fixed assets, accounts payable, long-term debt and backup for tenant receivable and payroll along with appropriate reporting.

ESSENTIAL RESPONSIBILITIES/DUTIES

- Accounts Payable – scan invoices to third-party, review approval and coding from manager and ensure invoices are paid on-time and sufficient documentation for grant and audit purposes. Filing of physical paperwork and responsible for vendor records and reporting (i.e. W9's, 1099's, etc) (estimated weekly time 30%).
- Grant Receivable – prepare budgets, expense reporting to funding sources for billing and tracking receipt of grant funds (estimated weekly time 15%).
- Other Acctg – prepaid, inventory, fixed and long-term debt requires reconciliation and monitoring to ensure proper monthly balances (estimated weekly time 15%).
- Reporting – assist with internal reporting for programs and agency on monthly or quarterly basis to management and external reporting to funding sources.
- Deposits – prepare deposits 2-3 times per week as well as batch preparation for review to post to general ledger (estimated weekly time (20%).
- General Ledger – assist in creating and posting general journal entries.
- Organize work, set priorities, and manage time effectively to complete assigned tasks and duties with ability to work independently and as part of a team.
- Work effectively as a member of the accounting team, including maintaining open lines of communication, consulting about needs or situations, cooperating to complete tasks, and engaging in shared decision-making, as appropriate.
- Attend and participate productively in department meetings; engaging in proactive and creative problem solving for discussions.
- Collaborate with the Director of Finance to identify processes' that may need additional support or change in process, with goal to strategize for improved efficiency.
- Communicate Porchlight policies and procedures to other Porchlight staff as appropriate to provide consistency for all staff.
- Maintain appropriate professional boundaries with guests, clients and/or tenants adhering to the non-harassment policy.
- Use personal protective equipment (PPE) and follow appropriate protocols for COVID-19, as applicable with current laws, regulations and internal policy and procedure.
- Perform other duties as assigned (estimated weekly time 20%).

Teamwork & Collaboration

- Works in collaboration with program and all other agency staff to facilitate a team environment.
- Demonstrates and models effective communication skills in building relationships with all clients, residents, and employees.
- Creates good working relationships with vendors and funding sources.

Porchlight Values & Culture

- Treats all clients, employees, and visitors with caring, kindness, respect, and dignity.
- Helps to create an environment that values and appreciates diversity.
- Adheres to all Porchlight policies, procedures, code of conduct, and attendance rules.
- Maintains strict confidentiality of all information.
- Adheres to Porchlight policies in the use of computer technology and tele- communications devices.
- Conducts self within appropriate and expected professional boundaries and policies.



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QUALIFICATIONS

- 2-4 years of accounting experience in lieu of education, or
- Degree in accounting or closely aligned degree (Associates or Bachelor's)
- Ability to communicate and work effectively with staff and guests from various backgrounds.
- Proficiency with computers including the use of databases and Excel to track information with a high level of accuracy and attention to detail.
- Willingness to work on site in an environment with numerous other individuals and to wear personal protective equipment (provided and as needed).
- Knowledge of accounting principles (e.g. GAAP)
- High ethical standards.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The following physical demands are representative of those required by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

- Repetitive, fine hand, finger, and foot movements.
- Manual dexterity.
- Typing/data entry.
- Talking, hearing, interacting with coworkers, vendors, participants.
- Indoor environment: open office
- Outdoor environment: parking lot, grounds
- Exposure to weather, extreme heat/cold, loud noises, fumes, airborne particles, toxic/caustic chemicals, risk of electrical shock and vibration.
- Standing, kneeling, walking.
- Bending, stooping.
- Reaching, pushing, and pulling.
- Climbing stairs.
- Lifting, carrying up to 25 pounds.
- Close vision.
- Distance vision, field of vision, color/depth perception.

MINIMUM REQUIREMENTS

- Seeing, hearing, and speaking.
- Reading, writing.
- Basic English comprehension, written and oral communication.
- Ability to lift 25 pounds.

EEO STATEMENT: It is our policy not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, disability/handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, sexual orientation, political beliefs, or student status.

This job description may not be inclusive of all assigned duties, responsibilities, hours, or aspects of the job described, and may be amended at any time at the sole discretion of the employer.

