



Advocacy & Benefits Counseling for Health, Inc.
Serving Wisconsin Families Since 1994

<i>Position</i>	Bookkeeper (Madison, WI)
<i>Hours</i>	Full time, Salary (37.5 hours work week.) Part-time or hourly (Approx. 20 hours/week) will be considered for the right candidate Supervisor: Chief Operating Officer
<i>Pay</i>	Dependent on Experience (\$25-\$35/hour pay equivalent for a 1950 hour/year schedule) Generous fringe benefit compensation package for salaried employees

Position Summary:

ABC for Health, Inc. seeks a motivated, hard-working, independent, & experienced Bookkeeper to join its nonprofit, public interest law firm. The position includes organizational bookkeeping, processing revenue and invoices, payroll, grant compliance, and some employee benefits administration. The right candidate could also help coordinate some agency administration and operations.

ABC for Health is a public interest law firm that promotes health equity and social justice. ABC focuses on access to health care coverage and services for Wisconsin people negatively affected by health disparities. ABC has subsidiary organizations that focus on rural health advocacy and community health coverage education, and a social entrepreneurial technology subsidiary. Bookkeeping would extend across the 4 small agencies.

This is an exciting and fast-paced position. An individual in this position will have the opportunity to work with a team that supports real and immediate change and social justice issues that positively affect and improve the lives of disparity populations and communities.

This is a full-time, salary position – full time is a 37.5 hour work week, with excellent fringe benefits and vacation leave policies. A part-time, hourly position of approximately 20 hour/week with the ability to expand could be considered for the right candidate with accounting skills or interest in developing these skills. Advancement to the firm management team is also an option for the right candidate.

Rate of pay and duties may be adjusted if candidate has a master's degree in accounting or CPA certification. Some remote or off-site work is a possibility and we maintain a flexible and collegial office environment staffed with other dedicated professionals.

This position works closely with the Executive Director, Chief Operating Officer, and a consultant CPA. ABC for Health works with an IT consultant for major IT infrastructure issues. However, a candidate with networking, technology development, or other IT understanding or background is a plus!



Advocacy & Benefits Counseling for Health, Inc.
Serving Wisconsin Families Since 1994

Primary Duties:

A bookkeeper would help primarily to:

- Manage organizational bookkeeping using QuickBooks accounting software
- Prepare monthly financials, budgets, profit and loss statements, and balance sheets
- Manage employee paperwork
- Submit 2x/month payroll
- Assist with on-boarding new staff
- Help maintain office time and benefits tracking systems
- Maintain class tracking in QuickBooks and distribute bills and invoices for approval
- Manage accounts payable and accounts receivable
- Enter and pay bills in QuickBooks
- Maintain a systems for cost allocations
- Maintain banking relationships and records, assist with monthly bank deposits and reconciliations
- Prepare invoices and financial reports for local, state, and federal grants
- Generate periodic program financial reports for board of directors
- Help develop the annual organizational budget
- Schedule/Oversee the annual financial audit
- Assist the Executive Director and COO with administrative duties

Qualifications & Skills:

- Understanding and empathy for underserved families affected by health disparities and a commitment to social justice
- Bachelor's degree (or commensurate experience) in accounting, finance, economics, or similar subject
- At least 2 years QuickBooks bookkeeping or finance experience
- Thorough knowledge of generally accepted accounting principles.
- Proficiency with accounting software, QuickBooks for Nonprofits preferred.
- Proficiency with Microsoft 365, including Excel, Word, and SharePoint.
- Positive "can do" attitude
- Exceptional organizational skills, accuracy, attention to detail, communicating, and meeting or exceeding deadlines
- Proven ability to work independently and efficiently on multiple projects.
- Ability to interact effectively and professionally with partners, volunteers, members, Board of Directors, staff, and the general public



Advocacy & Benefits Counseling for Health, Inc.
Serving Wisconsin Families Since 1994

Fringe Benefits Package (Full Time, Salaried Employees):

- Our typical workday is 8:30am-5pm with an hour allowed for lunch (a 7.5 hour workday; 37.5 hour work week, a schedule that returns up to 130 hours each year to the employee over a traditional 40-hour work week.)
- ABC provides 3 weeks of paid vacation in the first year of employment—4 weeks in subsequent years.
- We observe 11 holidays, which are paid days for full time staff.
- Sick leave is accumulated at 7.5 hours/month worked.
- Employees are paid twice a month, generally on the 15th and last day of the month.
- ABC pays 95% of health care premiums.
- We have a Delta Dental plan that employees pay for
- ABC provides life insurance and Long Term Disability
- ABC contributes 4% of salary to a Vanguard SEP IRA. (Employees can make additional contributions).
- ABC has a Flexible Spending Account (through SASI) for health, transportation or childcare.

To Apply:

Please send cover letter, resume, and 2 professional references to:

Attn: Brynne McBride, COO ABC for Health

bmcbride@safetyweb.org

With “Bookkeeper” in the subject line.

Applications will be accepted until the position is filled.