



# Wisconsin Family Ties

## JOB ANNOUNCEMENT

### **Accounting & Operations Clerk (part-time)**

Do you want to contribute as part of a team working to change the lives of Wisconsin's most at-risk kids? Imagine a world in which families that include children and youth with social, emotional, behavioral, or mental health challenges are valued, understood, and supported in their communities. At Wisconsin Family Ties, we get to work toward realizing that vision every single day.

Wisconsin Family Ties (WFT) seeks a talented individual with strong analysis and organizational skills to fill its part-time Accounting & Operations Clerk (AOC) position in Madison, WI. Reporting directly to the operations director, the AOC supports the accounting and back-office operations of Wisconsin Family Ties, helping us achieve world-class outcomes for children and their families.

### **Essential Job Duties:**

This exciting opportunity to serve as a primary contact with WFT's customers includes responsibility for creating and issuing invoices, monitoring payments, and following up with clients.

- Manage the billing process from invoice creation through payment and reconciliation
- Pull data from WFT's case management database to create supporting information for invoices
- Assist with other financial tasks as required, including compiling documentation required for the annual independent audit
- Conduct data integrity reviews of WFT's case management system; identify issues and take appropriate corrective action

### **Key Requirements:**

- Previous experience as a billing clerk or minimum of two years in a similar role; experience with Medicaid billing a strong plus
- Proficient with Excel; familiarity with accounting software such as QuickBooks a plus
- Excellent math skills with exceptional attention to detail
- Exceptional interpersonal skills; high level of poise and professionalism
- Strong organization and time-management skills
- Experience as a parent of a child with social, emotional, behavioral, or mental health challenges preferred.

### **Benefits**

This part-time (average 10 hours per week) position offers a flexible work schedule and a savings plan.

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*Applications will be accepted until the position is filled*

Please send the following to [hugh@wifamilyties.org](mailto:hugh@wifamilyties.org), with "Accounting Clerk" in the email subject line.

1. Your résumé
2. A narrative describing how your experience relates to this position
3. Names and current contact information for 3 references who can attest to your professional capabilities

*Wisconsin's family voice for children's mental health*

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