



## **About DAIS**

Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach. DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope. Those representing the organization do so through mutual respect, openness, collaboration, and shared responsibility.

## **Position Opening: STAFF ACCOUNTANT**

**Regular Part-time**

**FLSA non-exempt**

Become part of a vibrant team committed to the empowerment of those affected by domestic violence and advocating for social change through support, education, and outreach. DAIS is seeking a Regular Part-time Staff Accountant. Under the direction of the Director of Finance, the Staff Accountant manages basic accounting functions of the agency, including accounts payable, tracking and coding of cash receipts, financial reporting, tracking billing and compliance for contracts and regulatory reporting requirements, participating on audits, and assisting in the annual budget process. In addition, the Staff Accountant completes payroll review and processing, and assists the HR Manager with data entry, file maintenance, benefits administration and application intake/routing.

Benefits include access to purchase full medical and dental coverage, life insurance, short-term disability insurance, long-term disability insurance, option to participate in a 401(k) plan, and generous paid time off.

A successful candidate will possess an Associate's degree in Accounting, plus a minimum of two years of experience performing varied, and responsible accounting or business management processes and practices involving the use of electronic data processing systems is required. Thorough knowledge of accounting principles and practices as well as experience in general ledger/electronic data processing applications is also required. CNAP Certification is highly desired. Experience with Blackbaud's Financial Edge software is preferred. Working knowledge of payroll laws and tax reporting requirements is necessary. Experience with administration side of web-based time reporting and HRIS systems is a plus. Familiarity with a networked computer system preferred.

### **To apply:**

Interested individual applicants only please, DAIS prefers not to be contacted by third party staffing agencies. The following application materials are needed for consideration:

- Completed employment application - found on our website at <http://abuseintervention.org/how-to-application/>
- Resume
- Cover letter addressed to DAIS Human Resources

Incomplete applications, or applications submitted without a cover letter and resume will NOT be considered.

Completed applications may be submitted via email as an attachment to: [daisemployment@abuseintervention.org](mailto:daisemployment@abuseintervention.org), or by U.S. Mail to DAIS, Attn: Human Resources, 2102 Fordem Ave., Madison, WI 53704.

Full job description may be reviewed at <http://abuseintervention.org/get-involved/jobs/>

Applications will be accepted until this position has been filled.

**DAIS is an equal opportunity/affirmative action employer.**