



## Position Opening: Staff Accountant

Regular Part-time, non-exempt (32 hours/week),

Pay starts at \$23.00 per hour based on experience and qualifications.

Benefit package includes:

- Generous PTO accrual
- DAIS pays 80% of health and dental insurance premiums
- Vision coverage available
- Flexible Spending Account
- Life & Accidental Death Insurance
- Short-term & Long-term Disability plans
- Employee Assistance Program (provides free legal, financial & work-life services)
- 401(k) plan

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 Staff Accountant to join our team. Under the direction of the Director of Administration, 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, and participating in audits. In addition, the Staff Accountant completes payroll review and processing. In addition, the staff accountant must be adaptable and flexible, possess a problem-solving attitude, demonstrate respect and responsibility, and an attention to detail, maintain appropriate confidentiality, and communicate clearly and effectively.

The ideal candidate will possess the following:

- Associates degree in Accounting plus a minimum of five years of experience performing a variety of accounting or business management processes and practices involving the use of electronic data processing systems required.
- Thorough knowledge of accounting principles and practices as well as experience in general ledger/electronic data processing applications required.
- CNAP Certification is a plus but can be obtained after hire.
- Experience with Blackbaud's Financial Edge software is a plus.
- Working knowledge of wage payment, wage and hour laws, payroll tax requirements, and experience with payroll processing systems strongly preferred.

### 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.

### To apply:

Our clients come from all different backgrounds, and so do our employees. If you're passionate about what you could accomplish here, and you meet the minimum requirements of the position, we'd love to hear from you.

### 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. Persons of color and LGBTQIA+ individuals are encouraged to apply, as the strength of our team stems from our diversity.