



WORLD DAIRY EXPO.

Position Description

Date: March 2019

Position Title: Staff Accountant

This position is responsible for maintaining and recording all accounts receivable, accounts payable and general ledger transactions for World Dairy Expo. It also prepares and distributes monthly balance sheet and income statements, reconciles bank and investment statements. The role shall compile and provide information to auditors for the annual audit and assist management in preparing the annual budget and management report. The position works closely with all employee team members.

Educational Requirements:

Associate or Bachelor's Degree in Accounting or related field. Minimum of three to five years of business experience

Reports to: General Manager

Position Requirements:

- Comprehensive knowledge of accounting procedures and financial statements
- Self motivated with the ability to organize and prioritize tasks
- Proficiency in Microsoft Office Suite and other accounting software (Sage preferred but not required)
- Ability to work independently to complete tasks in a timely manner
- Experience working with Board of Directors-led, nonprofit organizations is preferred
- Accurate, cost conscious, and desire to make decisions benefiting the organization
- Strong communication skills, both written and oral
- Ability to work in a team and collaborative office environment
- Ability to maintain the integrity of confidential business information
- Comprehensive understanding of the agriculture and dairy industries is preferred
- Physical requirements of this position include: the ability to lift at least 50 pounds, walk significant distances and work extended hours during managed events
- Other duties as assigned

Position Status:

- Role is part time, non-exempt with limited benefit eligibility
- Role is expected to average 20-24 hours per week annually
- Role has significant monthly variation in work hours required

Location:

- World Dairy Expo Office, Madison, Wisconsin

Application Details:

- A resume and cover letter should be emailed to Scott Bentley, sbentley@wdexpo.com by March 25, 2019
- If questions or further information is needed, please contact Scott at the WDE office; 608-224-6455