



Forward Janesville Accounting Clerk (Part-Time)

Position: Accounting Clerk

Status: Part-Time, approximately 20 hours per week

Organization: Forward Janesville, Inc.

Supports: Forward Janesville, Forward Foundation, and Jackson Square Condominium Association

Position Summary

Forward Janesville is seeking a dependable, detail-oriented **part-time Accounting Clerk** to provide accounting and financial support for Forward Janesville, Forward Foundation, and Jackson Square Condominium Association.

This position is responsible for accurate and timely processing of financial transactions, including accounts payable, accounts receivable, cash receipts, bank deposits, account reconciliations, financial data entry, and related administrative functions.

The ideal candidate is highly organized, accurate, comfortable working independently, and able to manage accounting responsibilities across multiple organizations and software platforms. This position works closely with Forward Janesville staff, its outside accounting firm, controller, vendors, members, and other partners.

Key Responsibilities

Accounts Payable

- Review, code, and enter invoices into **BILL** for approval and payment.
- Enter direct-pay transactions into QuickBooks Online.
- Maintain accurate accounts payable records and supporting documentation.
- Assist with vendor account reconciliation and resolution of discrepancies.
- Support timely and accurate payment processing.

Accounts Receivable

- Process and maintain accurate invoicing for chamber membership, sponsorships, event registrations, and other organizational revenue using ChamberMaster and related systems.
- Record Forward Foundation contributions and other receivables in QuickBooks Online.
- Assist with distribution and communication of invoices and statements.

- Monitor accounts receivable aging and assist with collection activities and follow-up.
- Research and resolve account discrepancies as needed.

Cash Receipts & Banking

- Accurately record cash, check, credit card, ACH, and electronic receipts.
- Prepare and process bank deposits.
- Record deposits and related journal entries in QuickBooks Online.
- Reconcile transactions from Square, PayPal, BILLGO, banking platforms, and other payment systems.

Reconciliations & Financial Support

- Complete bank, credit card, and other financial account reconciliations.
- Review and reconcile employee credit card expenses and supporting documentation.
- Assist with month-end accounting processes and preparation of financial information.
- Maintain organized and accurate financial records and support documentation.
- Assist with accounting projects, reporting, research, and financial documentation as requested.
- Provide ongoing support and communication with Forward Janesville's outside accounting firm, controller, and staff.
- Assist with annual audit, tax, and financial reporting preparation as needed.

Administrative & Organizational Support

- Maintain confidential financial and organizational information.
- Maintain electronic accounting records and documentation according to established procedures.
- Respond professionally to accounting-related questions from staff, members, vendors, and outside partners.
- Identify discrepancies or process issues and work collaboratively to resolve them.
- Provide additional accounting and administrative support as assigned.

Required Skills & Qualifications

- Minimum of **two years of related accounting or bookkeeping experience**, including experience with accounts payable, accounts receivable, reconciliations, and cash management.
- Experience with **QuickBooks Online** required.
- Associate degree in accounting, finance, business, or a related field preferred; equivalent accounting experience will be considered.
- Strong attention to detail and commitment to accuracy.
- Sound accounting, mathematical, and problem-solving skills.
- Ability to manage multiple responsibilities and deadlines.
- Ability to work independently while communicating effectively with staff and outside accounting professionals.

- Strong organizational and recordkeeping skills.
- Ability to learn, utilize, and troubleshoot multiple accounting and business software platforms.
- Ability to maintain confidentiality and appropriately handle sensitive financial information.
- Strong written and verbal communication skills.
- Proficiency with Microsoft 365, including Excel, Outlook, and related applications.

Software & Technology

Experience with the following platforms is preferred. Training may be provided for organization-specific systems:

- QuickBooks Online
- ChamberMaster
- BILL
- Square
- Microsoft 365
- BILLGO
- PayPal
- Online banking platforms
- Vendor-specific accounting and payment software

Position Expectations

The Accounting Clerk plays an important role in maintaining the accuracy and integrity of Forward Janesville's financial operations. The successful candidate will demonstrate **accuracy, reliability, confidentiality, good judgment, organization, and follow-through** while supporting multiple organizations and financial systems.

This is a **part-time position averaging approximately 20 hours per week**. The position is well suited for an experienced accounting professional who enjoys detailed work, values flexibility, and can independently manage recurring accounting responsibilities while working as part of a collaborative team.

Forward Janesville is an equal opportunity employer.

To Apply

Please submit resume to

Forward Janesville

Attn: Shar Hermanson

Email: shar@forwardjanesville.com

14 S. Jackson Street, Suite 200

Janesville WI 53548