



### Accounting Specialist

A rewarding career opportunity exists for a part-time Accounting Specialist at WBD, Inc., at approximately 25-28 hours per week. Primary responsibilities include processing accounts payable and accounts receivable, providing reports and reconciliations related to assigned areas, and other accounting & administrative support. We are open to setting a mutually-beneficial weekly schedule within open office hours with a five-day work schedule preferred. Paid-time-off benefits are available with this position.

A successful candidate will be self-motivated, a team-player, and possess an Associate's Degree in Accounting (experience may be considered in lieu of degree). The successful candidate should also have a minimum of 1-2 years of relevant experience in accounting, accounts payable, and/or accounts receivable. This position reports to the VP of Finance and will work closely with the Senior Accountant.

*WBD is one of the nation's most active Certified Development Companies, a not-for-profit organization assisting small businesses in gaining access to capital in order to grow their businesses, provide job opportunities, and inspire their communities. Since 1982, WBD has provided financing for over 2,000 businesses in Wisconsin. WBD fosters a "CREATE" environment: one that promotes Collaboration, Respect, Excellence, Accountability, Teamwork, and the highest Ethical standards.*

If you are interested in joining the WBD team, e-mail your resume and cover letter to [hr@wbd.org](mailto:hr@wbd.org).

An Equal Opportunity Employer