



**ADDRESS**  
555 W. Wells Street, Milwaukee, WI 53203

**PHONE NUMBER**  
414.908.6000

**WEBSITE**  
WCD.org

## **Wisconsin Center District Job Description - Accounting Supervisor**

**Position Overview:** Reporting to the Director of Finance, the Accounting Supervisor will handle a variety of tasks, including, maintenance and analysis of general accounting functions, cost accounting, and preparation of month-end financials. The Accounting Supervisor will analyse current procedures and recommend changes for continual improvement of departmental efficiency and effectiveness, and assist with functions within the department; including expense processing, revenue, invoicing, and account payables. To be successful in this role, the Accounting Supervisor must be proactive, hands-on, independent, a team player, and work well with senior leadership on budgeting and other related accounting reports and statements.

### **Responsibilities:**

- Manages General Ledger as assigned, and creates monthly Journal Entries
- Processes monthly Bank Reconciliation for various Wisconsin Center District Accounts
- Resolves accounting technical problems and assist/support staff
- Reviews and approve work prepared by various staff members, including entries and reconciliations
- Analysis and reconcile accounts including researching cause of discrepancies
- Create and maintain financial reports and analysis for management to review before and after close
- Analysis financial data and information to identify trends, recognize problems, and recommend improvements; oversees internal controls for accounting systems and procedures
- Participates in the annual budget process and collaborates with department heads to meet deadlines and make recommendations
- Prepares and files sales tax returns; assists the Director of Finance with quarterly/year-end preparation and audits; assists with W2/1095 processing
- Works cross-collaboratively with the WCD's sales, box office, and team store teams to resolve billing, ticket sales, and cash receipt posting issues
- Provides backup support to other groups in the finance department (accounts payable, accounts receivable, payroll, etc...)
- Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment
- Other responsibilities and duties as assigned, to ensure the effective utilization of the company's resources and to ensure customer satisfaction

### **Skills & Qualifications:**

- Superior analytical skills; ability to evaluate and interpret data/information, reconcile conflicts, detect patterns, and extract insights
- Strong project management and organizational skills in which the ability to prioritize and manage multiple tasks/projects on time is essential
- Exceptional communication skills and the ability to communicate effectively with all stakeholders (internal and external); excellent situational adaptability
- Exceptional interpersonal skills and ability to navigate organizations to build relationships and garner support; ability to work collaboratively with cross functional teams
- Ability to work independently and efficiently; exercise initiative, resourcefulness and good judgement; ability to maintain a high level of confidentiality
- Flexible and comfortable working under pressure in a fast-paced environment

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- Ability to read, write, and speak English; perform basic mathematical functions (add, subtract, multiply and divide)
- Follow oral and written instructions and communicate effectively with others in both oral and written form

**Education & Experience:**

- Required:
  - Bachelor's degree from an accredited four-year college or university with a major in Accounting or related field
  - Three (3) to seven (7) years of experience in accounting
  - Highly proficient in the use of the Microsoft Office Suite of products: Excel, PowerPoint, Word, Access, Outlook
- Preferred:
  - CPA certification
  - Previous experience with Great Plains and ADP
  - Previous experience with a hotel, sports team, and/or convention center

**Positioned Based in:** Milwaukee, WI

**Position Type:** Full-Time Exempt

**Travel Required:** N/A

**Reports to:** Director of Finance

**Department:** Accounting/Finance

\*\*The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

\*\*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions