



## JOB POSTING

# ACCOUNTING CLERK

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Have you heard? Kent County is piloting a data-driven, innovative, performance-based approach to administering foster care that is transforming child welfare and creating better futures for children! Do you want to be a part of it? Look no further! The West Michigan Partnership for Children (WMPC) is building its team.

### Who we are

West Michigan Partnership for Children (WMPC) administers foster care services to children and families in Kent County, MI in partnership with Bethany Christian Services, Catholic Charities West Michigan, D.A. Blodgett—St. Johns, Samaritas, and Wellspring Lutheran Services. WMPC is piloting an innovative performance-based funding model through a contract with the Michigan Department of Health and Human Services, utilizing a case rate that incentivizes permanency while allowing for flexibility and creativity in funds. WMPC utilizes software that will allow for predictive analytics to project successful outcomes, and flag cases that are at risk. WMPC's mission is to empower communities to create better futures for children and families through innovation and collaboration.

We are a talented, creative group of passionate professionals who are committed to creating better futures for children. We value a workplace which embraces multi-dimensional diversity and promotes work-life balance. We are energized and motivated by our mission of improving outcomes for children and we know that it takes a village! Our work environment is highly collaborative, both within the office and within the community, and we believe the best solutions lie within those we serve.

### How you will spend your day

The Accounting Clerk is responsible for processing accounts payable, accounts receivable, and payroll. In addition, they will assist the Chief Financial Officer (CFO) and Contracts and Financial Analyst (CFA) in creating accurate and timely financial records for WMPC and our partner organizations. You can expect to

- Utilize WMPC's Sage Intacct accounting system to
  - Process weekly accounts payables and print checks for CFO approval,
  - Record ACH payments and receipts,
  - Roster and upload weekly accounts receivable invoices from MISACWIS, the State of Michigan's data base,
  - Record credit card transactions from Leadership Team for payment.
- Process bi-weekly payroll using Paycor system, while keeping the Paycor system updated with personnel changes.
- Assist the CFA with processing of service provider invoices.
- Assist CFO with budget preparation, expense analysis, and audit documentation.

## What we need from you

- Bachelors' degree, or equivalent work experience, in accounting.
- Meticulous attention to details to ensure accuracy in documentation and data
- Highly ethical; ability to keep financial and personnel information confidential
- Well-organized
- Work well alone and as member of a small team
- Experienced in processing accounts payable, receivables, and payroll
- Strong verbal and written communication skills
- Interpersonal skills necessary to interact with a diverse group of individuals and stakeholders
- Proficient with Microsoft Office products, especially Excel, and web-based accounting applications
- Experience with both MiSACWIS and Intacct would be very helpful

## What we provide

We know that our staff is our greatest resource! We invest in our employees by offering:

- A dynamic and creative office culture.;
- Flexible scheduling, work from home options, and a generous PTO package to promote a healthy work-life balance;
- Health benefits, life insurance, and a retirement plan, all with WMPC contributions;
- Professional development opportunities;
- The opportunity to create better futures for children.

## What to do next

If this sounds like you, please submit your cover letter and resume to [wmpcjobs@gmail.com](mailto:wmpcjobs@gmail.com)!