



RICE LAKE AREA SCHOOL DISTRICT
Administration Building
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**RICE LAKE AREA SCHOOL DISTRICT
RICE LAKE, WI 54868**

POSITION VACANCY

POSITION: Senior Accountant

LOCATION: District Office

DATE OF POSTING: March 15, 2024

START DATE: As Soon As Possible

QUALIFICATIONS: Minimum of a Bachelor's Degree in Accounting, or an Associate's degree in Accounting and seven years of balance sheet reconciliation and analysis, journal entry preparation, and audit preparation. Preference will be given to those with a CPA license or work experience in a governmental accounting setting. A skills test will be administered as part of the hiring process.

DESCRIPTION: The Rice Lake Area School District is seeking a Senior Accountant that strives to complete error free work and is flexible in performing multiple tasks at once. The applicant must be an advanced user of Microsoft Excel and internet-based systems. The applicant must strive to provide good customer service and possess strong communication skills. The applicant will assist the Director of Finance with the advanced accounting reconciliations and analysis, managing the district's grants, managing the district's document management system and electronic filing systems, audit preparation, and assist with some HR duties including management of the district's self-funded health insurance plan.

DEADLINE TO APPLY: April 3, 2024

APPLY: Applications are taken through the WECAN website:
<https://wecan.education.wisc.edu>

Current employees should refer to the employee handbook, Job Transfer/Promotions and Job Vacancies/Postings sections for additional information on applying as an internal applicant.