



Shared Services  
**Accounting Assistant**  
**Part Time**

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

**Responsibilities Include:**

- Assist with maintaining, monitoring and reconciling housing, business and auto loans within the accounting system and maintain proper mortgage files
- Prepare bank reconciliations
- Back up for payroll
- Assist with year-end audit

**Job Requirements:**

- Associate degree in Accounting required
- Knowledge and experience in accounting of business loans and mortgages preferred
- Spreadsheet experience, application of formulas, conditional statements, file linkage and formatting required
- Pass a Criminal Background Check and drug screen

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

Part time position with a starting pay of \$17.72/hr

Benefits offered include: vacation, sick and holiday pay, 401k option.

Resumes and/or applications, with cover letters, submitted by 1/21/19 will receive primary consideration. Send to: ADVOCAP Inc., Human Resources, PO Box 1108, Fond du Lac, WI 54936-1108 or email to [hr@advocap.org](mailto:hr@advocap.org) or FAX: 920 922-7214.

[www.advocap.org](http://www.advocap.org)  
AA/EOE