



University of Wisconsin-Milwaukee
College of Health Sciences
Business Office/Accounting Services

Vacancy Announcement
Accountant

If you want to be part of an organization that is playing a vital role in crafting the future of Wisconsin, the University of Wisconsin-Milwaukee (UWM) is the place for you. UWM is seeking an **Accountant** for our Business Office in the College of Health Sciences Department.

Who We Are:

The University of Wisconsin-Milwaukee provides a world-class, affordable education to 24,000 students from 87 countries. As one of the nation's top research universities, UWM partners with leading companies in Wisconsin and beyond to advance knowledge, bring new discoveries to market, and prepare students for work in a global economy. At UWM, we are committed to attracting, retaining, and growing a truly multicultural team that accurately reflects the experiences and perspectives of our students and communities. We take pride in being dedicated to diversity in student body, faculty and staff, and programs. Join our UWM family where your talents and expertise are recognized, valued, and contribute to greater pathways of success in both your career and life. The College of Health Sciences offers pre-professional, professional, and research-focused degrees through its five academic departments: Biomedical Sciences, Communication Sciences & Disorders, Health Informatics & Administration, Kinesiology, and Rehabilitation Sciences & Technology.

What We Offer:

- **Innovative, collaborative, and casual-work environment with flexible work/life balance schedules**
- **Challenging and progressive career development**
- **Competitive salary based on qualifications and experience**
- **Excellent comprehensive benefits package**
- **On-site health & wellness programs**
- **On-site affordable day care**
- **Best practice PTO policies and paid holidays**
- **Open communication, recognition programs, and team-building events**
- **And much more to motivated, results-oriented individuals who want to make a real difference in their community and role**

What You Will Do:

Reporting to the Finance Manager for the College of Health Sciences, this position provides broad division-level financial support focusing on budget development, management and reporting, accounts payable and receivable management, post award research support and reporting, and fund management. This position processes, reviews, approves, and advises on a variety of complex financial transactions according to university and state policies and procedures. Maintains financial records, provides administrative processing support, and provides customer service for faculty and staff to support divisional financial management.

The University of Wisconsin (UW) System offers a comprehensive benefits package to meet the diverse needs of our community. This position will be granted 176 hours (22 days) of vacation, 36 hours of personal holiday, and nine (9) paid legal holidays per fiscal year. Sick leave will be granted at 176 hours (22 days) of initial entitlement for the first 18 months of employment, after the Initial entitlement period, you may earn up to 96 hours (12 days) of sick leave per fiscal year which

continues to accumulate. We also offer a hybrid of remote and office work schedules. This position offers a competitive salary based on qualifications and experience with an expected salary between \$47,000 – \$52,600 annually.

Minimum Qualifications:

- **Bachelor's Degree in Business, Accounting or Finance or bachelor's degree with demonstrated ability in Accounting and Financial Analysis**
- **Minimum of 2 years of experience in accounting and budgeting**
- **Experience with MS Office**
- **Professional and effective communication skills**

Preferred Qualifications:

- **Master's degree in business, finance, or related field**
- **Intermediate skill level with MS Excel**
- **Demonstrated financial and analytical work experience**
- **Related experience with UW System or other complex work environment**

How to Apply:

Interested applicants are required to apply online and provide:

- A cover letter addressing your education/experience as it applies to all minimum and preferred qualifications,
- A resume, and
- A document listing the names and contact information for three professional references.

In instances where the Search and Screen Committee is unable to ascertain from a candidate's application materials whether she/he meets any of the qualifications, they will be evaluated as not meeting such qualifications. UWM will not consider paper, emailed or faxed applications. Apply electronically at: <https://jobs.uwm.edu/postings/35143> by the application deadline date of **August 15, 2022**. Questions about this position should be directed to Amanda Grober at aagrober@uwm.edu.

UWM is an AA/EO employer: All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status.