



Are you interested in a part time position as a Finance Assistant?

Chippewa River Industries (CRI) is now hiring a part time Finance Assistant to accurately process organizational billing with customers and other organizations. This is a first shift position with flexible hours possible Monday through Friday totaling approximately 25 hours per week.

Other duties will be assigned to support the mission of the organization, examples include:

1. Accounts payables and receivables for all of CRI's customers and vendors including data entry in CRI programs.
2. Ensure receivables/invoices are completed within proper timeframes and procedures to ensure month end can be completed within a timely manner. Ensure payables are completed within proper timeframes to ensure prompt vendor payment.
3. Apply payments for billings as they are received. Maintain payment status and billing records through corrections and adjustment.
4. Send monthly statements to all customers with a balance.
5. Reconcile all picking tickets, packing lists, and invoices.
6. Process cash receipts.
7. Process authorization documents of ongoing business from customer organizations including the State agencies.
8. Monitor vendor portals for specific business orders for services.
9. Assist with timely issuance of invoice resolutions for non-payment.
10. Provide fiscal information and related reports as requested.
11. Proactively seek to further develop AP/AR process competencies and procedures.
12. Back up the duties of the Finance team including completing payroll duties.
13. Maintain confidentiality of all company records, including but not limited to: client files, financial/payroll compilations, data, information and records.
14. Assume other responsibilities as directed.

Our mission is: To empower and support individuals to achieve their highest level of independence in the community." The following is a sample, a full Job Description will be provided upon receipt of a resume.

Essential Qualification:

- 1) Bachelors or an associate degree in Accounting or related field, and three years of directly related work experience.
- 2) Successful completion of a pre-employment background checks.

Chippewa River Industries is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, CRI, Inc. will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Contact Scott Krueger at 715-726-7822 and hr@crind.org



15. Apply payments for billings as they are received.
16. Maintain payment status and billing records through corrections and adjustments
17. Perform data entry
18. Participate in special projects Consistently meet established productivity, schedule adherence, and quality standards
19. Proactively seeks to further develop billing process competencies
20. Assist in implementation of process improvements
21. Perform analysis and validation of documents and reports
22. Maintain timely, accurate documentation for all appropriate transactions
23. Ensure department's and customers' needs are met
24. Resolve routine & complex questions & problems, referring more complex problems to higher levels
25. Assist with other A/R functions as needed.
26. Monitor MCO portals for changes to authorizations.
27. Work with CRI staff, case managers, third party payers and other external contacts regarding authorizations and payments.
28. Assist in timely issuance of invoice resolutions for non-payment.

We are looking for solid role models for this position and are eager to meet you because of it. If you have any questions specific to the position or flexibility we may offer do not hesitate to give me a call. Thank you for your interest in our mission to include work as a vital part of a whole life in Western Wisconsin.

Qualifications and Skills:

1. Associate Degree in a related field, and one year of directly related work experience.
2. Graduation from High School and at least four years of directly related work experience.
3. Successful completion of a pre-employment Dept. of Justice/Caregiver background check and DMV check.

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4. A valid Wisconsin driver's license, appropriate/required coverage of auto insurance, and a reliable vehicle are required. Must have a clean driving record for the past 3 years.

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