About MIAD

Under the leadership of our new president, MIAD is looking to the future, fully energized and expanding programmatically with two new majors and a recently opened digital photography lab and institutional media hub with state of the art technology.

MIAD is Wisconsin’s only 4-year independent, coed, professional art and design college. We offer a BFA in eleven majors, accredited by the National Association of Schools of Art & Design (NASAD) and North Central Association (NCA). MIAD enrolls over 625 students (nearly one-third in residence) and nearly 200 faculty and staff. The College launches professional artists and designers on their personal journeys toward artistic growth and successful creative lives. Central to the development of Milwaukee’s Historic Third Ward, this 30-year old college provides an education in the visual arts that is distinguished by its emphasis on assured competence in particular fields, its attentiveness to undergraduate teaching, and the supportiveness of its educational environment. MIAD’s commitment to excellence in art and education has caused it to be named one of the leading art colleges in the country. Companies that have hired MIAD graduates include Dreamworks Interactive LLC, Hallmark Cards, the Kohler Company, Harley-Davidson, Industrial Light and Magic, Mercury Marine, Buell Motorcycle Co., Motorola, Nike, and Sony Interactive Studios.

Women and Minorities are encouraged to apply. MIAD adheres to affirmative action and is an equal opportunity employer.

Visit our web site: www.miad.edu

Accounts Payable Clerk (part-time)

The Milwaukee Institute of Art & Design (MIAD) is seeking applications for the position of Accounts Payable (A/P) Clerk to fill an opening in the Business Office. This permanent part-time position is available immediately and seeks an individual looking to work a flexible 15-20 hour per week schedule. The A/P clerk reports to the Controller and is a member of the Business office team.

Position Summary

Provides functional support to the Controller in the maintenance and processing of the purchase order system, accounts payables system and vendor relationships.

Position Responsibilities

1. All tracking and record-keeping ensuring compliance with purchase order system
2. Process accounts payable, including tracking of receiving documents, follow-up for proper approvals, data entry of invoices/vouchers payable, payment/check processing and all related filing.
3. Responsible for annual 1099 processing and reporting.
4. Maintain vendor database and relationships.
5. Assist with preparation of documentation required for annual audit.
6. Special projects as assigned by the Controller or Chief Financial Officer.
7. Provide back-up support to the other business office functions including accounts receivable and payroll.

Preferred Qualifications

A minimum of 2 years experience working in A/P or general accounting preferably using Great Plains is required. Post-secondary business education may be substituted for work experience.

Candidates must be detail oriented and task focused. The ability to deal with internal and external audiences in a professional, friendly and tactful manner is essential. Demonstrated experience with Microsoft Excel and Word are required. Initiative is highly valued.

Application

Qualified applicants should email a letter of interest, resume and names of three professional references. For fullest consideration, materials should be submitted by June 18, 2007. Review of applicants will begin immediately and will continue until an appointment is made. Application materials should be submitted via e-mail to:

Chris Olson, Controller, caolson@miad.edu