



Organization: Supporting Families Together Association

Purpose: Our purpose is to optimize the developmental window of opportunity that early childhood presents for building a strong foundation for life.

Mission: We cultivate a system of organizations and professionals across Wisconsin to promote quality, strengths-based, early childhood services in all communities.

Vision: In every Wisconsin community, all children have the opportunity to reach their highest potential and all adults embrace their role and responsibility to children.

Values: Our strong and responsive relationships are vital. Our work mirrors our passion. Curiosity inspires our innovation and growth. We believe true wisdom means lifelong learning.

Position: Senior Accountant

100% FTE

Reports to: Executive Director

Job Description Summary: The Senior Accountant will perform a variety of financial duties including; recording financial transactions, preparing and forwarding accurate invoices, maintaining accounts receivable, payable disbursements (ACH, printing/mailling checks,) account analysis and reconciliations, generate financial reports, tracking and forecasting, prepare and submit external reports in compliance with government reporting requirements.

Primary Responsibilities: The Senior Accountant will become an expert in many of the services we offer so that they can support the financial reporting and staff in the programs within the organization. This position will work cross-functionally to innovatively strengthen existing processes so that finances are timely, accurate and beneficial to the short-term and long-term health of the organization.

The Senior Accountant will:

- Prepare monthly and quarterly grant invoices and record in accounting software
- Analyze actual vs. budgeted grant expenses; collaborate and communicate with Leadership, Program Directors, and Managers to identify opportunities, concerns, etc.
- Submit monthly payment requests for various grants
- Assist in the development of grant and other funding-related budgets
- Manage accounting email inbox and address emails appropriately
- Enter invoices into Accounts Payable
- Prepare & process weekly check/payment run
- Process payroll
- Prepare monthly account reconciliations
- Provide support to the Controller and the Board Finance and Administration committee
- Assist with audit preparation and required state and federal filings
- Manage accounts receivable
- Make weekly bank deposits of contributions, earned revenue, etc.
- Provide back up support to the other Finance Team members as needed
- Other duties assigned

A successful candidate for the Senior Accountant role:

- Bachelor's degree in accounting or in relevant field
- Minimum of four to six years of finance/accounting experience in the nonprofit sector (including accounting for grants)

- Solid and demonstrated knowledge of GAAP and US accounting practices.
- Experience using Sage Intacct is a plus
- Intermediate to advanced experience in Microsoft Excel
- Excellent verbal and written communication
- Excellent problem solving and analytical skills

Salary Range: \$70,000- \$75,000

Preferred Qualifications:

1. **Experience using Sage Intact** – Minimum one year's experience using Sage Intact accounting software.
2. **Experience Using QuickBooks** – Minimum one year's experience using QuickBooks accounting software.
3. **Experience Developing/Maintaining Organizational Budgets** – Experience building and maintaining a budget for an organization with multiple reimbursement-style grants that have different contract timelines.
4. **Technical Proficiency** – Intermediate- Advanced Excel skills. Familiar with Office 365 or Google Suite tools such as Sheets/Excel, Docs/Word.
5. **Problem Solving** – Highly skilled at identifying discrepancies and making corrections.
6. **Effective Communication Skills** - Has the ability to communicate directly and compassionately with diverse groups of employees to problem-solve and move work forward. Provides timely responses to team members and partners (network agencies, funders, community collaborators). Shares concerns and ideas, as necessary, to maximize the financial health of the organization and minimize financial risk.
7. **Strong Self-Management Skills** – Takes initiative to set meaningful/reasonable goals for their self and team, align tasks with goals, appropriately manage/use their time, and stay motivated and accomplish tasks/goals.
8. **Naturally detail oriented.** Easily pays attention to every detail and is very interested in understanding the cause and effect of an accounting puzzle. Place high value on accuracy.
9. **Willingness to Adapt** - Flexible and able to adapt to shifting priorities, can handle a diverse and evolving workflow over prolonged periods of time.
10. **Growth Mindset:** Ability to take and implement feedback with a growth mindset.
11. **Goal-Driven & Ambitious:** Enjoys working hard toward achieving ambitious goals.
12. **Cultural Humility:** Able to build and sustain authentic relationships across lines of difference, such as race, ethnicity, gender identity, LGBTQ+ identity, class, ability, citizenship status, or other identities. Prioritizes completing work with an inclusive lens

Other Helpful Qualifications:

1. Proficiency in Docusign.
2. Ability to maximize software capabilities to create efficiencies.

Other Notes:

1. Must pass criminal background check prior to final employment offer
2. This position is contingent upon grant funding

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch or crawl, talk or hear and taste and smell. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to thirty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations are made to enable individuals and disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is moderate.

Remote Work Statement: This position is primarily remote. Candidates must live in Wisconsin and will be expected to travel to the Madison office for their initial training, bi-monthly staff meetings, and as requested by the Executive Director. Candidates applying to this position must be able to work independently and meet performance expectations, while being remote.

Benefits: SFTA offers benefits including health insurance, dental insurance, life insurance packages, a 3% 401k match, an Employee Assistance Program, a generous time-off policy, and more.

Supporting Families Together Association is Wisconsin's statewide member association for organizations and individuals committed to making every early childhood a great one. Our members are Wisconsin's Child Care Resource & Referral Agencies (CCR&Rs) and Family Resource Centers (FRCs).

SFTA is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

Not sure you meet all qualifications? Let us decide! Research shows that members of under-represented groups tend to not apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.

To apply, please send your resume and cover letter to: info@supportingfamiliesstogether.org

This job posting is open until the position is filled. We will **start reviewing applications Monday May 27, 2024.**