



Accountant Candidate Profile

WHO WE ARE

The mission of Madison Community Foundation (MCF) is to engage Greater Madison in philanthropy to advance a more vibrant and equitable community. MCF is a nationally accredited community foundation and a trusted philanthropic leader – we collaborate with donors to connect them to the causes they care about most and work with nonprofits to build endowments and utilize grant funding in effective, efficient, and equitable ways. What makes a community foundation strong is the community of donors it brings together. What makes MCF different is our team – we *know* our donors and we *know* our community. Our commitment to both, for over 80 years, has earned us their trust. Madison is frequently named one of the best places to live in the country. And while we are all proud of that recognition, we know there is still work to do to foster a community where fairness, inclusion and respect thrive.

OUR TEAM

We are a dynamic team of sixteen people who share a commitment to our mission. We come from different backgrounds and bring different lived experiences to the table. Some people have worked here 20 years. Others are new to the team. Everyone's voice is valued.

Our office is in beautiful downtown Madison, Wisconsin, conveniently located off the state capitol square and surrounded by restaurants, shops and businesses of all kinds. Whether just the daily hustle and bustle, the free Lunchtime Live music series, Art Fair on the Square or the largest producers-only Farmers' Market in the country, there is always something going on downtown. When you are part of the MCF team, you are in the middle of what makes Madison ... Madison.

WHAT WE NEED

MCF is currently seeking an **Accountant** to join the Finance and Operations team. This role is ideal for someone who wants a clear career path, is trustworthy and authentic, seeks purposeful work in a friendly team environment alongside people of all ethnicities, backgrounds, orientations and abilities, is humble and understands that there are always things of which we are unaware, desires to grow and learn both professionally and personally and is passionate about serving the community.

WHAT YOU DO

Interested candidates should forward a cover letter – including how your skills align with the requirements of this position and how your values align with those of MCF – and resume to apply@madisongives.org. This position primarily works in the MCF office with the option of occasionally working remotely. Interviews for this position will begin in June 2024.

Job Title:	Accountant
Department	Finance and Operations
Reporting To:	Accounting Director
Date Approved:	May 21, 2024
FLSA Status	Exempt

Role at MCF

The **Accountant** is responsible for supporting the accounting function of the Foundation. This position manages accounting and banking activity including accounts receivable and accounts payable. The position also coordinates biweekly payroll tasks with the Foundation’s payroll and benefits partners and oversees the sales tax exemption program. The **Accountant** works closely with the Accounting Director and Vice President of Finance & Operations to ensure the financial health and integrity of the Foundation.

Summary of Major Responsibilities

Accounting – 60%

- Process and post contributions, ACH gift transactions and other EFT deposits
- Prepare and post accounts payable, including EFT transactions and payments; prepare checks for mailing
- Maintain accounts payable and prepaid expenses schedules and reconcile quarterly
- Coordinate the Foundation’s credit card program
- Reconcile bank, money market, CD and credit card accounts timely
- Prepare journal entries and post to general ledger
- Work closely with Accounting Director to ensure general ledger accuracy
- Prepare quarterly financial statements and other reports as directed
- Maintain internal controls to ensure validity of financial data
- Maintain accounting standard operating procedures and revise as needed
- Support the Vice President of Finance & Operations, Accounting Director and departmental staff as needed

Fund Management – 20%

- Assist with the accounting component of the fund management program
 - Process fundholder distribution requests
 - Establish new funds as directed and prepare required accounting communication
 - Prepare fundholder reports as needed
 - Support fundholder and third-party requests for portal access

Payroll/Human Resources – 15%

- Coordinate biweekly payroll responsibilities including, but not limited to, employee expense reimbursements, earned time off (ETO) and timesheet submission
- Prepare biweekly payroll and other payroll-related journal entries and post to general ledger
- Oversee the ETO program
- Serve as staff liaison with the Foundation’s payroll and benefits partners
- Advocate for fair and inclusive human resources practices
- Assist staff with payroll and benefits matters
- Track employee handbook revisions

General – 5%

- Assist with the development and management of the annual operating budget
- Oversee the sales tax exemption program
- Work with the Administrative Assistant on building maintenance and repair matters
- Enhance stakeholder confidence and protect operations by keeping financial information secure and confidential
- Actively contribute and promote a positive, collaborative, equitable and inclusive work culture
- Enhance accounting knowledge and expertise by pursuing continuing education opportunities

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

Work Environment

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position
- Work with frequent interruptions
- Sit for a long period of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds

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

Success in this Role Requires

- Knowledge of accounting procedures, generally accepted accounting principles (GAAP), accounting and financial best practices
- Experience with general ledger functions
- Proficient accounting software user; experience with akoyaGo preferred
- Willingness and ability to foster an equitable workplace that serves the needs of a diverse set of stakeholders
- Strong listening, written and verbal communications abilities
- Excellent organizational skills and attention to detail
- A proactive work ethic and ability to work effectively as a member of a team
- Proficient use of Microsoft Office products

Education and Experience

A minimum of two years of progressively responsible accounting experience and a high school diploma or equivalent are required. A bachelor's degree in accounting is preferred.

Salary Range

\$50,000 - \$65,000