



Making it Easier to Make a Difference

Finance & Accounting Manager

The Center for Community Stewardship (C4CS) is looking for an experienced nonprofit accounting professional to join our organization for a 27-30 hour a week (.75 FTE) benefits-eligible position.

About the Center for Community Stewardship

C4CS is a growing nonprofit in Madison, WI focusing on fiscal sponsorship [<https://www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits>] and capacity building. We get to work with over 58 great nonprofit leaders across Southeast Wisconsin who are making a big impact in our community. These organizations range from small grassroots projects to larger organizations with multiple employees.

This position would be a great fit for an individual looking for a flexible, varied finance position in a small nonprofit where you are able to see the direct impact of your work in our community.

Position Responsibilities:

- Maintain timely and accurate financial statements and reports that are in accordance with generally accepted accounting principles (GAAP).
- Implement and ensure compliance with internal financial and accounting policies and procedures.
- Responsible for all bookkeeping including maintenance of the general ledger, accounts payable, and accounts receivable.
- Prepare all supporting information for the annual audit and 990 and liaise with the Board's Finance Committee and all external financial auditors.
- Further develop our cost allocation systems for payroll and indirect costs.
- Prepare 1099s.
- Prepare and review the monthly compiled financial statements for C4CS and its fiscally sponsored organizations.
- Support business decisions by providing forecasts and financial modeling to aide in decision making of program support.
- Improve the operational systems, processes, and policies in support of C4CS's mission and strategic goals and identify and implement best practice solutions for various systems.
- Automate processes as much as possible including setting up memorized transactions for payroll and other recurring transactions.
- Work with Executive Director, Operations Director and an external consultant to migrate from Quickbooks Desktop to Sage Intacct in late 2022. Our consultant has extensive experience working with organizations doing fiscal sponsorship and will be providing support and training to our organization in this implementation process.

Qualifications:

- At least 4 years senior level financial management experience, preferably with non-profits.
- Knowledge of generally accepted accounting principles (GAAP) and OMB Regulations
- Knowledge of Microsoft programs including a high level of digital/technological literacy and Excel skills.
- An interest in supporting the work of small and grassroots nonprofits.
- Strengths around creativity, resourcefulness, problem solving, persistence and self-reflection.
- Ability to engage a diverse community of people.
- Commitment to confidentiality and professionalism.
- The flexibility to adapt to changing circumstances and requests from fiscally sponsored organizations, and the capacity to balance multiple tasks, prioritize work, meet deadlines and work independently.

Preferred Qualifications:

- Certified Public Accountant.
- Knowledge of federal and local legislation affecting charities, including CRF 200.
- Sage Intacct proficiency.

Work Environment & Pay

This position has an expectation of 27-30/hours per week of work (.75 FTE). This person could work entirely from our office (located about a mile east of the square) or could work partially from home. Our work environment is laid-back and entrepreneurial, and we value work-life balance. Evenings and weekends and off-site work are not part of this position. This position is supervised by the Executive Director.

Benefits (not pro-rated):

Quartz Medical Insurance (80% employer paid for individual coverage, 40% for family)

Unlimited Paid Time Off (PTO)

Long term disability (covered)

Eye Insurance

Life Insurance (covered)

Dental Insurance

Our organization has grown every year for the past 10 years, and we anticipate that in the next year or two this position could either grow to 1.0 FTE or add a part-time bookkeeping position to support the Finance & Accounting Manager.

The pay range for this position is \$47,000 - \$53,000 depending on experience.

To Apply

Please send a statement of interest in the position along with a resume to Lisa Dugdale, Executive Director, at info@community-stewardship.org. Applications will be reviewed starting on June 27th.