

Staff Accountant Job Description

WHO WE ARE

In its capacity as a Community Development Financial Institution (CDFI), Forward Community Investments (FCI) builds stronger and healthier communities by providing loans, advising and grants to mission-based organizations that address the root causes of racial inequities and socioeconomic disparities and support initiatives that improve equity and make positive change possible. <http://www.forwardci.org/>

Our Vision is an equitable and inclusive Wisconsin built on cooperative social action.

Our Mission is to act as an investor, connector and advisor for organizations and initiatives that reduce socioeconomic and racial disparities throughout Wisconsin.

Our Values: integrity, partnership, authenticity, love, racial justice, equity, diversity, accountability.

WHAT WE DO

Since 1994, FCI has supported Wisconsin-based projects and programs by providing loan capital, financial expertise and organizational capacity building for: affordable housing, community facilities and economic development initiatives. We have lent more than \$188 million to hundreds of mission-driven organizations, making a difference in the lives of more than 700,000 people.

WHAT WE NEED

FCI is looking for a Staff Accountant to assume responsibility for key areas of the accounting department. We need an individual who is comfortable operating within FCI's mission and has an appreciation for working in a value-based culture. Experience working for nonprofit entities is a plus. The ideal candidate is very organized, detail-oriented, and efficient with a demonstrated ability to meet deadlines with a high level of accuracy. The Staff Accountant must possess superior communication and customer service skills, needs to be a self-starter, and can thrive in an entrepreneurial, team-oriented, and mission driven environment.

SPECIFIC JOB RESPONSIBILITIES

Working under the Controller, the Staff Accountant will be responsible for providing a variety of accounting and bookkeeping duties primarily focused on FCI's assets. This includes responsibility for the accuracy of FCI's notes receivable. It also includes accounts receivable, various investment accounts and prepaid assets. The Staff Accountant will be responsible for maintaining the filing system and cursory error identification. This person should be comfortable with handling large amounts of data and be very familiar with QuickBooks and Excel.

- Perform daily and weekly tasks associated with FCI's assets, including those associated with FCI's notes receivable.
- Assist with daily, weekly, and monthly tasks associated with FCI's subsidiary entities.
- Assist with monthly close activities, including account reconciliations and reconciliation between software.
- Assist with annual audit tasks, including performing and updating tasks throughout the year, primarily those focusing on FCI's assets.
- Assist with internal reporting.

- Prepare cash disbursements and deposits with accuracy taking into account coding and budget.
- Conduct error analysis and compliance checks in accounting software and remedy.
- Maintain FCI's record keeping system, including paper files.
- Coordinate IRS Form 1098 preparation at the end of the year.
- Work with the Controller and Accounting Assistant on accounting projects as assigned.

TEAM MEMBER RESPONSIBILITIES

- Maintain file integrity, keeping in mind the confidentiality of client files and internal control guidelines.
- Respect and adhere to existing processes, procedures, and work styles.
- Be able to organize workload and operate independent of daily supervision.
- Produce accurate and detail-oriented work that is complete and timely.
- Add to our culture of trust by asking for help when needed, acknowledging mistakes, and proactively identifying ways to prevent recurrence in the future.

WHAT YOU NEED TO BE SUCCESSFUL

This position requires a person who is a self-starter with the ability to work independently. The ideal candidate should have three to five years of work experience in an accounting position, supported by a degree in Accounting or Finance from an accredited university or college (minimum requirement); experience working in multicultural environments; and a passion for mission-driven work.

Other qualifications include:

- Work experience at a nonprofit, Community Development Financial Institution (CDFI) or financial institution would be a plus, but not required.
- Very organized, detail-oriented, and efficient with a demonstrated ability to meet deadlines with a high level of accuracy.
- Superior communication and customer service skills and an ability to adapt to a wide variety of audiences, including clients, supervisor, peers and external partners/vendors.
- Possess a high degree of proficiency with computers including the use of productivity software and Microsoft Excel.
- Experience with at least one computerized accounting software.
- A demonstrated commitment to FCI's values is required.

REPORTING

They will report to the Controller.

COMPENSATION PACKAGE

FCI offers a full compensation package including health coverage for employee and family; paid time off; access to professional training; and an employer-contributed 401K plan. Salary is commensurate with experience. The position is 100% time and is physically located at 2045 Atwood Ave, Ste 101A, Madison, WI.

At this time, the position is estimated to be 80% remote (work from home) and 20% on-site with limited in-person interaction with others.

- FCI is an equal opportunity employer.

Interested applicants, please send resume and cover letter to info@forwardci.org