

WISCAP - JOB OPPORTUNITY

Wisconsin's Poverty Fighting Network



OVERVIEW

Title: Finance Specialist
Date: December 2021
Responsible to: Director of Operations
Classification: Regular Full Time Exempt

ABOUT WISCAP

WISCAP is a member association serving the statewide network of sixteen Community Action Agencies (CAA) and two special purpose agencies, Foundation for Rural Housing and UMOS.

WISCAP serves as a policy review and advocacy forum, a public information network, a training facilitator, an information clearinghouse, and an administrative agency. WISCAP was formed to strengthen and serve community action in Wisconsin and to advocate for low-income households from a statewide perspective.

"WISCAP and its members are committed to creating economic opportunity and supporting community-based solutions to poverty in Wisconsin."

ABOUT THE JOB

Under the direction of the WISCAP Director of Operations, the Finance Specialist provides direct support to the mission of WISCAP and its member Community Action Agencies (CAAs) by supporting accounting and bookkeeping operations. These duties include ensuring accounting practices are maintained, tracking and recording accurate financial data and supporting account payable operations. An initial program of priority will be performing accounting and bookkeeping functions in support of a vaccination outreach grant that runs through June 2024. This position will also provide administrative support and act as the back-up for the Director of Operations and Administrative Specialist in their absence. Additionally, more responsibility may be added as incumbent becomes familiar with programs and procedures.

APPLY NOW:

Send a cover letter and resumé to wiscap@wiscap.org. Please put Finance Specialist Application in the subject line. Deadline is January 19, 2022 by Close of Business.



Job Title: Finance Specialist
Deadline: January 19, 2022 by Close of
Email: Business wiscap@wiscap.org

Major Duties and Responsibilities:

The below list is intended to be key examples of the duties and responsibilities of this position. It is not to be taken as defining all possible duties.

- Accounts Payable. Code bills and invoices with appropriate expense and class codes by funding source for payment; enter bills and invoices into computerized software for printing; mail payments to vendors; file back-up documentation and answer questions regarding invoicing as needed.
- Program Accounting, Bookkeeping and Contracts. Responsible for the Vaccination Outreach Grant including verification of allowable costs on invoices from subcontractors; processing invoices for payment; mailing payments to member agencies; file back-up documentation and answer questions regarding invoicing as needed; tracking program expenses for WISCAP and member agencies to ensure spending is on budget; submitting reimbursement requests to funding source. May take over other/new programs as need arises.
- Other Duties and Responsibilities. This position may also assist with other activities such as preparing deposits for the bank, entering deposits into the accounting software, preparing reimbursement requests for other programs, request W-9 forms from vendors and track information
- Audit. Assist with annual audit preparation; assist with any program audits as needed.

Knowledge, Skills and Abilities Required:

- Associates degree in finance, accounting, or related field. Minimum of two years' work experience
- Non-profit or grant funded accounting experience a plus
- Ability to maintain a high degree of confidentiality
- An understanding of poverty and the needs of low-income people together with an appreciation for the opportunities provided by Community Action to help people leave poverty
- Ability to work effectively with persons at all levels of the organization (co-workers, member agency executive and staff, vendors, partners, etc.)
- General knowledge of low-income assistance programs
- Experience working or volunteering at a non-profit organization
- Conscientious, reliable, detail-minded, and a self-starter
- Excellent written and oral communication, organizational and interpersonal skills
- Access to a reliable, insured vehicle and possess a valid Wisconsin driver's license
- Knowledge and experience working with computerized accounting systems. QuickBooks knowledge is a plus.
- Additional knowledge and experience Microsoft Office particularly Excel