



## Senior Accountant Candidate Profile

Madison Community Foundation (MCF) was founded in 1942. Its mission is to enhance the common good through philanthropy, and it employs the values of integrity, generosity, effectiveness, permanence and equity while implementing this mission.

MCF plays a central role in giving and philanthropic impact within our community and beyond – working with donors to connect them to the causes they care about most; and working with nonprofits to build endowments and utilize grant funding in effective and efficient ways. MCF also manages its own competitive grantmaking program with five focus areas, including: arts, environment, learning, nonprofit capacity building and community development. Our mission requires that we listen to donors and respond to opportunities to enhance our community's assets and address its challenges. We rely on a diverse team of 15 full-time staff members and dozens of community leaders to carry out our work. MCF is proactive, intentional and unceasing in its efforts to be more diverse, equitable and inclusive.

Madison Community Foundation is currently seeking a **Senior Accountant** to join the Finance and Operations Team. This position plays a key role in advancing the mission of MCF by applying accounting knowledge and experience across all functions to ensure the financial integrity and health of the foundation.

The **Senior Accountant** oversees the accounting function for the foundation including maintaining and monitoring the general ledger, analyzing transactions and reconciling discrepancies, producing accurate reports, complying with federal, state and local laws, improving internal controls, assisting with the annual audit, processing fund distributions, and producing and managing the operational budget. This role requires a thorough knowledge of accounting practices, policies and procedures, generally accepted accounting principles (GAAP), industry standards and best practices, project management and process improvement and excellent teamwork abilities.

**Personal attributes** that are fundamental to the role include: positive attitude, strong moral and ethical standards, effective listening and communication skills, desire to work collaboratively within a team environment, a willingness to engage with people of varying ethnicities, backgrounds, and socioeconomic levels, and a warm collegial style.

An **Undergraduate degree** in accounting and seven years of progressively responsible experience required.

This individual will report to the Vice President of Finance and Operations and work closely with all departments. Competitive salary and benefits.

Interested candidates should forward a cover letter – including how your values align with those of MCF – and resume to [apply@madisongives.org](mailto:apply@madisongives.org). Interviews for this position will begin in June 2023.

Job Title:	Senior Accountant
Responsible To:	Vice President of Finance and Operations (VPFO)
Date Approved:	May 17, 2023
FLSA Status	Exempt

**Role at MCF**

The Senior Accountant is responsible for analyzing, compiling, and evaluating financial data to help ensure the financial integrity and health of the Foundation. The Senior Accountant plays a vital role at MCF by recommending best practices, identifying issues, strategizing solutions, ensuring statutory compliance, and providing management with quantitative financial information to use in evaluating performance and making business decisions.

**Summary of Major Responsibilities**

**Accounting – 45%**

- Maintain the general ledger by preparing deposits and internal transfers, processing accounts payable, posting investment activity and asset, liability, and capital account transactions, reconciling bank and credit card statements, and verifying, allocating, posting, and reconciling all accounting transactions and journal entries on a monthly, quarterly, and annual basis
- Monitor general ledger activity for accuracy and completeness
- Reconcile financial discrepancies by collecting, analyzing, and auditing account information
- Produce accurate and timely reporting, including quarterly financial statements
- Provide financial information to management for informed decision-making by researching and analyzing accounting data
- Comply with federal, state, and local legal requirements by staying abreast of new legislation, adhering to requirements, and advising management on needed actions
- Maintain and secure financial information by maintaining internal controls
- Develop and recommend accounting policies, practices and procedures to strengthen internal controls
- Retain constituent confidence and protect operations by keeping financial information confidential
- Coordinate biweekly payroll-related tasks such as vacation and employee expense reimbursements
- Process ACH gift transactions for donors, including charitable gift annuity recipients
- Communicate with the VPFO on accounting matters and constituent issues that arise in a timely manner

**Audit and Tax Compliance – 20%**

- Coordinate the annual financial audit with the VPFO including preparation of confirmations and support schedules, accounting for agency endowment funds per FAS 136 and other duties as needed
- Serve as staff liaison for the Foundation’s Audit Committee
- Assist the VPFO in the preparation of the Foundation’s annual tax returns
- Prepare and file annual information returns for independent contractors, employee benefit plans and tax forms such as Form 1099-R
- Prepare 457 (b) deferred compensation W-2 and related payroll reporting requirements
- Oversee the sales tax exemption status process

**Fund Management – 15%**

- Reconcile endowment funds and prepare fundholder reports monthly
- Coordinate the bimonthly distribution process and manage the accounting component
- Coordinate fundholder audit-related requests including third-party portal access
- Maintain annual spending plan calculation worksheet
- Manage financial reports and liability tracking for competitive grant process
- Provide exemplary customer service to fundholders and grant recipients

**Budget - 10%**

- Manage the annual operating budget cycle
- Produce the annual budget
- Actively monitor revenue and major expenses such as insurance and information technology
- Manage the capital budget and maintain asset replacement schedule
- Prepare quarterly budget projections for management purposes

**Information Technology (IT) - 5%**

- Oversees the management and maintenance of (IT) systems
- Ensure completeness of database backups
- Supervise the outsourced IT consultant

**General - 5%**

- Support the VPFO specifically and other managers and staff as needed
- Actively contribute to a positive and collaborative work environment
- Provide input into department's goal setting process
- Manage office equipment replacement process
- Support the Administrative Assistant with building maintenance and repair matters
- Additional duties as assigned

**Success in this Role Requires**

- Thorough knowledge of accounting procedures, generally accepted accounting principles (GAAP), accounting and financial best practices
- Aptitude for numbers and analytical skills
- Experience with general ledger functions and month-end/year-end close process
- Excellent accounting software user; experience with Financial Edge and GrantedGE preferred
- Exceptional human relations skills; the ability to engage and serve a wide range of audiences
- Professional appearance and demeanor
- Strong listening, written and verbal communications abilities
- Excellent organizational skills and attention to detail
- High integrity and confidentiality handling sensitive donor and organizational information
- A proactive work ethic and ability to work effectively as a member of a team
- Proficient use of Microsoft Office products

**Education and Experience**

- Bachelor's degree in accounting with a minimum seven years of relevant accounting and financial experience required. Community Foundation experience preferred.