

The **Greater Milwaukee Foundation** is how Milwaukee works together. For over a century, we have helped generous people give back to the community. Together with donors and partners throughout the region, the Foundation invests in the potential of people and places, supports community-grown solutions and strives to end the systemic racism that holds our region back. Through the power of transformative philanthropy and social change, we are focused on shaping a future where everyone thrives – *a Milwaukee for all*.

You can make a difference, as we are seeking a Staff Accountant! The Staff Accountant is responsible for various accounting functions and management of Foundation and supporting organization grants for agency endowment, designated, donor advised, field of interest and unrestricted funds. This position prepares financial calculations, performs due diligence review for all grant awards, and maintains Foundation database records related to grant processing.

Essential Duties & Responsibilities:

- Processes weekly grant posting to the general ledger.
- Oversees maintenance of database records and files for grantees and grants processes, including status of grant recommendations for donor advised funds and ACH information updates.
- Processes non-cash gifts (e.g., publicly traded securities, closely held stock, deferred assets), and serves the main contact for the stockbroker.
- Performs quarterly agency grant and annual designated grant calculations in Excel.
- Serves as the main contact for grant processing.
- Completes due diligence process for grantees, which includes communicating with grantee agencies to obtain documentation, ensuring compliance with IRS regulations, and reviewing financial and governance documentation.
- Prepares journal entries and posts weekly gift entries to the general ledger.
- Assists Accounting Manager with informational tax returns (forms 990) and state tax returns for the Foundation and support organizations.
- Compiles data, reports, and correspondence in support of the annual financial audit according to GAAP.
- Prepares semiannual asset allocation calculations for the investment pools.
- Processes weekly cash balancing entries.
- Oversee annual designated processing for a high volume of grants, confirms gift agreements for donor intent, and reviews grant reports.
- Generates award and grant payment letters for all grants.
- Supports scheduling needs for the Finance Department.
- Manages procurement card for the Vice President, Finance and Chief Financial Officer (CFO).
- Assists in the completion of audit confirmation requests related to the grants awarded.
- Participates in assigned meetings, events and training as required.

Non-Essential Duties:

- Provides backup coverage for payment approval functions.
- Provides backup for investment fund projections in Excel.
- Works with other staff to identify and implement steps to improve the grant and gift processes.
- Assists in compliance review for the National Standards related to grants.
- Assists in providing grant reporting for meetings and materials as requested.
- Performs other duties (or functions) as assigned.

Job Specifications:

To perform this job successfully, an individual must be able to carry out each essential duty in a satisfactory manner. The job specifications listed below are representative of the education and experience as well as the knowledge, skill, and/or ability (KSAs) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- Associate degree or higher in accounting or finance required.
- One (1) or more years of relevant experience required.
- Experience and knowledge of computer software and databases required.
- Experience working in the nonprofit industry preferred.
- Criminal background and credit checks are required.

Knowledge, Skills & Abilities

- Ability to support the mission, vision and values of the Greater Milwaukee Foundation and abide by applicable standards of conduct, policies, and procedures.
- Demonstrated commitment to racial equity and inclusion.
- Self-motivated and able to work independently, take initiative, and solve problems.
- Demonstrated superior customer service skills and aptitude; ability to interact effectively with people from diverse backgrounds.
- Proficient in Microsoft Office Suite applications, web-based applications, and databases.
- Must be honest, dependable and able to handle multiple tasks while being organized and meeting deadlines.
- Ability to communicate respectfully and effectively, verbally and in writing.
- Ability to interpret and communicate financial information to clients.
- Ability to perform various accounting calculations.
- Highly detail-oriented.

Salary: \$64,900

Benefits: We offer an excellent benefit package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO), parental leave, educational assistance and more!

Application Instructions: Please apply to the link below:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6826633

The Greater Milwaukee Foundation is an equal opportunity employer and encourages people of diverse backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.