

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 performing financial accounting tasks, such as processing payroll, preparing journal entries, reconciling accounts, providing financial analysis, and serving as backup for multiple Finance functions. The incumbent partners with departments to provide a variety of financial services, which include producing reports, compiling/submitting survey data and completing special projects as requested.

Essential Duties & Responsibilities:

- Processes biweekly payroll.
- Reviews weekly deposits.
- Processes/reviews accounts payable weekly.
- Reconciles checking and other accounts monthly.
- Processes procurement card approvals, receipt collection, and journal entry.
- Provides financial reporting for ThriveOn as requested.
- Maintains accounts receivable, accrued liability, prepaid accounts, and other balance sheet accounts.
- Compiles financial data, reports, and correspondence for the annual financial audit.
- Complete non-salary industry-related surveys.
- Participates in assigned meetings, events and training as required.

Non-Essential Duties

- Provides backup for financial statements preparation.
- Assists Accounting Manager with annual tax workpapers, process improvements.
- Surveys peer foundations on issues of significance to the Foundation (e.g., financial practices, policies) 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

- Bachelor's or associate degree in accounting or finance-related field required.
- Three (3) or more years of accounting-related experience required.
- Experience with financial accounting software, as well as experience working in the nonprofit industry preferred.
- Payroll processing experience and knowledge of community foundations a plus.
- 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.
- Demonstrated aptitude for financial analysis.
- Knowledge of different accounting systems/financial policies/business environments.
- Ability to learn new procedures quickly and accurately.

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

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**Job Opportunity:
Staff Accountant**

- 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 attached link. [Staff Accountant](#)

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.