

The **Greater Milwaukee Foundation** (GMF) 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! This newly created position is responsible for performing financial accounting tasks, such as preparing journal entries, processing payroll, 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 includes producing reports, compiling/submitted survey data and completing special projects as requested.

Key Responsibilities:

- Reviews weekly deposits.
- Processes Accounts Payable and credit card gifts weekly.
- Processes biweekly payroll.
- Reconciles checking and other accounts monthly.
- Processes administrative fees monthly.
- Provides financial reporting for other departments as requested.
- Compiles financial data, reports and correspondence for the annual financial audit.
- Completes non-salary industry related surveys.
- Performs annual 1099 tax reporting.

Qualifications:

- Bachelor's degree in accounting or finance-related field required.
- Three (3) or more years of accounting-related experience required; previous experience working in the nonprofit industry preferred.
- Experience with financial accounting software is preferred.
- Project management experience and knowledge of community foundations is a plus.
- Demonstrated commitment to racial equity and inclusion.
- Demonstrated aptitude for financial analysis.
- Knowledge of different accounting systems/financial policies/business environments.
- Proficient in Microsoft Office Suite applications (i.e. Outlook, Word, Excel, PowerPoint specifically), web-based applications and databases.
- Ability to take initiative on projects and develop new processes and procedures.
- Demonstrated customer service skills.
- Ability to learn new procedures quickly and accurately.
- Ability to communicate respectfully and effectively, verbally and in writing.
- Criminal background and credit checks are required for this position.

We recognize that at this moment, during the COVID-19 pandemic, it is a uniquely difficult time and we aim to be as flexible and supportive as possible in both the recruitment for and onboarding of this position. Some staff may be eligible to work a hybrid work schedule (i.e. work part of their regular schedule remotely). However, all staff are asked to work the majority of their time from the GMF office.

Salary Range: \$50,430 - \$60,510

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

Application Instructions: Please include resume, cover letter and salary requirements when [applying](#).

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.