

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 Budget Analyst!** This position is responsible for various accounting functions related to individual funds, supporting organizations, administrative fund activity, operating budget, financial statements as well as payroll administration. The incumbent assists Director of Finance with operating budget related projects, accounts payable review, and biweekly payroll processing.

**Key Responsibilities:**

- Prepares budget vs. actual reports for various departments.
- Assist Director of Finance with various budget requests.
- Reviews weekly accounts payable.
- Serves as a backup for bi-weekly payroll.
- Reviews monthly bank account reconciliations as assigned.
- Processes monthly administrative fees.
- Updates depreciation schedules.
- Monitors vendor diversity.
- Oversees procurement card policy and procedures.
- Prepares financial statements for foundation initiatives.
- Assist Director of Finance with quarterly financial statements for the operating fund and consolidated financial statements.
- Maintains accounts receivable, accrued liability, prepaid accounts and other balance sheet accounts as requested.
- Completes periodic industry surveys.
- Prepares 1099's on an annual basis.
- Compiles data, reports for the annual financial audit.
- Participates in assigned meetings, events and training as required.

**Qualifications:**

- Bachelor's degree in accounting or finance-related field required.
- Three (3) or more years of accounting-related experience required.
- Experience with budget and accounts payable is preferred.
- Experience with financial accounting software is preferred.
- Project management experience and knowledge of nonprofit industry is a plus.
- Criminal background and credit checks are required for this position.

**Knowledge, Skills & Abilities**

- 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.
- Ability to problem-solve issues.
- Must be honest, dependable, and able to meet deadlines.
- Must be organized and able to handle multiple tasks.
- Self-motivated and able to work independently.

*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 positions may be eligible to work a hybrid work schedule (i.e. work part of their regular schedule remotely). However, all positions are asked to work the majority of their time from the GMF office.*

**Compensation:** \$71,750 annually

**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. To apply, please e-mail [dperry@greatermilwaukeefoundation.org](mailto:dperry@greatermilwaukeefoundation.org)

*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.*