

## Kenosha Community Foundation Finance and Accounting Specialist

### Position Description

This newly created position actively develops long-term financial and accounting capacity by creating systems to manage complex projects and drive the growth of a mission-driven organization.

The ideal candidate will:

1. Provide accounting support to Executive Director and Executive Assistant and conduct financial management on behalf of the organization.
2. Ensure ongoing communication and cooperation across various functions and with contracted accounting service providers.
3. Be proficient in the use of Microsoft applications and QuickBooks with willingness to adopt new technologies. Blackbaud and Razors Edge proficiency preferred.
4. Design and maintain systems to organize—and ensure compliance with—stated policies, processes, and budgets.
5. Coordinate priorities within a complex environment that aligns resources with opportunities.

### Professional Qualifications

**Accounting and Bookkeeper Proficiency:** Creatively navigates existing accounting and finance processes to identify and systemize improvements with an eye to continuous improvement of accounting functions.

**Interpersonal Skills and Partnering:** Works in concert with current staff, external accounting firm professionals, existing fund advisors, volunteer Board and committee members.

**Problem Solving:** Identifies and analyzes problems; prioritizes projects and tasks; contributes and provides solutions and resolutions to individual and organizational issues.

**Accountability:** Assures that effective controls are developed and maintained to ensure the integrity of the organization. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans, focuses on results and attainment of outcomes.

**Performance/Service Motivation:** Creates and sustains an organizational culture which permits the delivery of quality services.

**Detail-Orientation:** Conducts tasks with special attention to detail, controls for quality of all communications and functions.

### Summary of Priority Projects

Preparing weekly finance and accounting reports for transmission to external accounting firm. Managing workflow to issue scholarship and grant awards. Fundraising event/ campaign financial management to include preparing and tracking invoices and sponsorships, managing/improving cash handling processes, designing system for pledge-tracking). Supporting all aspects of the annual audit. Conducting financial transactions across multiple investment pools in accordance with governance policies and procedures.

### Conditions of Hire/Application Instructions

This is an hourly, part-time position at \$25/hour for 5-10 hr./weekly in a flexible/remote work environment. Send resume to [agreib@kenoshafoundation.org](mailto:agreib@kenoshafoundation.org) by August 15, 2023.