



Finance Specialist

Status: Full Time

Supervisor: Finance Director

Compensation: \$38,000-40,000
depending on qualifications.

Work per week: 40+ hours per week,
Monday-Friday

Location:

4101 E. Towne Blvd, Madison WI

Opening Date: TBD

Closing Date: Until Filled

Summary:

Community Action Coalition For South Central Wisconsin works to develop the economic and social capacities of individuals, families, and communities in Dane, Jefferson, and Waukesha Counties. The Finance Specialist works under the direction of the Finance Director to support accounting operations. These duties include ensuring accounting practices are maintained, tracking and recording accurate financial data, and supporting account payable operations.

Applications accepted by mail and online

Mail: Attn: HR
1717 N Stoughton Rd, Madison, WI
53704
Jobs@cacscw.org

Required Documents: The following documents are required based on the job: Resume and Cover Letter

Applications and Documents submitted with missing information will not be considered.

An Equal Opportunity/Affirmative Action Employer



TASKS AND DUTIES:

Technical Expertise (90%)

- Use computerized software to track and pay invoices to vendors, suppliers, and agency stakeholders.
- Run internal administrative reports to support agency's financial department.
- Support agency mailings of financial documents, invoices, and billing.
- Extensive attention to detail and ability to follow accounting policy and procedures under the direction of the finance director.
- Other duties as assigned.

Fiscal Compliance and Quality Improvement (10%)

- Support agency efforts to realize and exceed agency's fiscal goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written, oral communication skills and interpersonal skills.
- Ability to maintain a high degree of confidentiality.
- Experience with spreadsheet and data base software for Windows or NT machines.
- Knowledge of or ability to learn non-profit account policies and procedures.
- A valid Wisconsin Driver's License and access to an insured vehicle as well as a working telephone at home or the ability to obtain one within 30 days.
- An understanding of the causes and conditions of poverty and respect for the strengths and capacities of individuals and families affected by poverty.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- At least one year of experience in accounts payable, general clerical and administrative duties.
- Associates Degree, or equivalent experience in finance, accounting, banking or other related field.
- Ability to communicate in Spanish, a Southeast Asian language or American Sign Language or other form of communication.

02/03/21