

## **EMPLOYMENT OPPORTUNITY**

Financial Accountant – Community Funds

### **Reports to:**

Director of Finance & Administration

### **About us:**

Our Organization: Freedom, Inc. (FI)'s mission is to end violence within and against low-income Black, Hmong and Khmer communities, and we focus our efforts on women and girls, queer, trans and intersex folx within these communities to bring about this change. FI's approach to achieving its mission is to 1) provide direct support to survivors of gender-based violence 2) provide leadership development to survivors to increase their agency, empowerment and skills for creating change 3) organize survivors-led grassroots campaigns that build power and move us toward our pillars of gender justice, QTI justice, Black and Southeast Asian liberation, abolition and movement building.

### **Job Summary:**

Freedom Inc. is searching for a motivated Accountant who will assist in the accounting and financial activities of Freedom, Inc., by applying accounting principles and procedures, gathering, and monitoring financial data, prepare accurate and timely financial reports, and ensure appropriate accounting control procedures and compliance.

### **Key Responsibilities:**

- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Prepare profit and loss statements and monthly closing and cost accounting reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Assist management with annual budgets and expenditures for non-restricted funding, contracts, and grants.
- Analyze revenue and expenditure trends and recommend appropriate budget levels and ensure expenditure control.
- Resolve accounting discrepancies.
- Interact with auditors in completing audits.
- Assist in preparing and filing state and national returns.
- Assist in the budget part of grants.
- Some bookkeeping responsibilities will be required.

### **A Successful Candidate will have:**

- A passion for the FI's mission and demonstrated commitment to addressing issues facing the SEA and Black community

- Degree in Accounting or at least 5 years of professional experiences in accounting or finance
- Understanding of grants and nonprofit accounting
- Functional/Technical Skills – solid understanding of bookkeeping & accounting principles and the calculation skills to perform the job at a high level
- High degree of accuracy & attention to detail
- Excellent verbal and written communication skills
- Great analytical, mathematical, and problem-solving abilities
- Demonstrated ability to effectively manage multiple tasks and produce high quality, work under tight deadlines
- Excellent organization and time management skills; proven ability to meet deadlines
- Advanced proficiency in MS Office applications (especially Excel), Google Business (especially Sheets) & accounting software like QuickBooks
- Proficiency in CRMs and other web-based applications like Blackbaud, Basecamp, Trello, & Slack
- Ability to work with Hmong, Black, and Khmer communities and women, children and queer folx.
- Ability and willingness to work occasional weekends, evenings/late nights
- Bilingual and multicultural candidates are encouraged to apply

**Location:**

This position is based, in person in Madison, WI. It is not a remote position although there may be times when position may be remote in town due to Covid safety protocols.

**Compensation & Benefits info:**

This full-time position offers a non-profit salary commensurate with experience, flexible work hours, collaborative work environment, and a benefits package that includes generous vacation, medical and dental insurance, and the option of participating in pre-tax transit benefit program and/or a voluntary 403(b) retirement savings plan.

Please your send resume to: [hr@freedom-inc.org](mailto:hr@freedom-inc.org)

*Freedom, Inc. is an equal opportunity employer, which does not discriminate against individuals based on race, national origin, gender, physical disability, religion, sexual orientation, age, or any characteristics protected by the law.*