

EMPLOYMENT OPPORTUNITY

Finance Associate – Receivable Specialist

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 Accounts Receivable Specialist to help process, track, and record all forms of payments in an accurate, efficient, and timely manner. The position will have both a day-to-day and ongoing impact on financial transactions, keeping us on track, on time, and on good terms with our valued partners.

Key Responsibilities:

- Track and maintain all grants, accounts receivable, and donor records, ensuring the accurate and timely processing
- Read and understand grant contracts for proper posting into the accounting system, including recording the correct grant classes in compliance with grant contracts and approved budget.
- Protects organization's value by keeping information confidential
- Work closely with the Development and Operations team to gather and record all resources coming into the organization
- Manage supporting documentation for retention and record keeping.
- Track, maintain, and record all donation platforms
- Enter data into Blackbaud donor management system
- Correspond with donors on financial transactions
- Create and analyze monthly donor reports for accuracy and completeness
- Reconcile processed work by verifying entries, comparing reports, and external statements to system balances.
- Collect and prepare donor year-end tax statements
- Record, update, and document financial policies and procedure practices
- Reconcile monthly filings with the general ledger

A Successful Candidate will have:

- A passion for the FI's mission and demonstrated commitment to addressing issues facing the SEA and Black community
- A degree in Accounting, Finance, Business Administration or 2 years of bookkeeping or professional finance experience.
- Understanding of grants and nonprofit accounting
- Data entry skills with high degree of accuracy and attention to detail.
- Ability to calculate, post and manage accounting figures and financial records.
- Exceptional attention to detail.
- Excellent collaboration and communication skills.
- Great analytical, mathematical, and problem-solving abilities.
- Solid understanding of bookkeeping and accounting payable principles
- Superb organizational and time management.
- 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 folk.
- 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 send your resume to: 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.