

EMPLOYMENT OPPORTUNITY

Finance Associate – Disbursement 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 Disbursement Specialist to help ensure accounting and financial processes, pertaining to fund disbursements, comply with internal policies, federal/state regulations, and industry standards. They will provide assistance during budget planning, audit fieldwork, procedure implementation, and organizational programming.

Key Responsibilities:

- Keeping track of all payments and expenditures, particularly credit card expenses, purchase orders, invoices, and statements.
- Posting of entries and journal entries to balance sheet and income statement based upon predetermined methods and routines
- Reconciling processed work by verifying entries, comparing reports, and external statements to system balances.
- Maintaining historical records and documenting financial processes.
- Facilitate in paying vendors by scheduling payments and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Preparing analyses of accounts and producing monthly reports
- Ensure the accurate and timely processing of daily transactions
- Update balance sheet accounts, including weekly and monthly reconciliations
- Conduct daily posting and/or downloads for bank accounts/credit cards, as required
- Successfully use, monitor and review any 3rd party applications per client request/requirements
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- 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 Finance, Accounting (or other related field) or 2 years of experience in a financial position
- Understanding of grants and nonprofit accounting
- Exceptional attention to detail.
- Excellent collaboration and communication skills.
- Great analytical, mathematical, and problem-solving abilities.
- Solid understanding of bookkeeping and accounting payable principles,
- Ability to calculate, post, and manage accounting figures and financial record
- Data entry skills.
- 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 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

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.