



## **Flourish with us as our Accounting and Payroll Senior Associate!**

Join our team of dedicated professionals in strengthening our community for current and future generations by helping people make a difference in the lives of all.

As the Accounting and Payroll Senior Associate, you will be responsible for supporting finance, human resources, and database operations by working to ensure the accurate reporting of the daily transactions, disbursements and account reconciliations. The role also leads the bi-weekly payroll functionality utilizing our third-party software partner ADP Workforce Now. Please see the detailed job description below.

We have been certified since 2022 as a silver-level Employee Friendly Workplace by the Fox Cities Chamber of Commerce. This certification recognizes employers who demonstrate a significant commitment to promoting work/life integration by creating a positive work environment and experience for all employees.

We offer a flexible and hybrid working environment. Our team currently works in our office at 4455 W. Lawrence Street in Appleton, WI, or remotely in the Fox Valley area. In addition to a flexible working environment, it is important to us to offer a generous benefit package to our team members. Our current package includes dental, health, and vision insurance, 401(k), paid time off, paid volunteer hours, and professional development. This position is a non-exempt (hourly) position expected to work 40 hours per week. The expected annual salary range starts at \$60,000. A start date no later than September 16, 2024 is preferred.

We are excited to learn more about your experience! **Please submit your resume and cover letter to [careers@cfoxvalley.org](mailto:careers@cfoxvalley.org) using the following email subject line: Accounting and Payroll Senior Associate.**



## Job Description

**POSITION TITLE:** Accounting and Payroll Senior Associate

**DEPARTMENT:** Finance and Database Operations

**LOCATION:** Community Foundation for the Fox Valley Region 4455 W. Lawrence St.  
Appleton, WI 54914

**REPORTING TO:** Controller

**FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT):** Non-Exempt

**SCHEDULE:** Full-Time Benefits Eligible – 40 hours per week

**LAST UPDATED:** July 11, 2024

### POSITION SUMMARY

The **Accounting and Payroll Senior Associate** is part of the Foundation's dedicated team of professionals who work together under the core values of integrity, respect, teamwork, stewardship, and diversity, equity, inclusion, & antiracism (DEIAR) to support the strategic direction and mission of the Foundation, strengthening our community for current and future generations by helping people make a difference in the lives of all.

The **Accounting and Payroll Senior Associate** provides support to finance, human resources, and database operations by working to ensure the accurate reporting of the daily transactions, disbursements and account reconciliations. The role also leads the bi-weekly payroll functionality utilizing our third-party software partner ADP Workforce Now.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Fundamental Responsibilities

- Reconcile and perform daily, weekly, and monthly functions related to contributions, grants, assets, accounts payable, administrative fees and investment income/expense.
- Assist in the treasury functions for money movement in investment pools and between funds.
- Prepare financial statements, as needed, for supporting organizations and affiliates / projects.
- Review fund setup and placement of funds in appropriate allocation pools.
- Lead projects as assigned to assure proper recording of all chart of accounts.
- Complete internal audit procedures.
- Perform audit of investment income and administrative fees verifying that each fund is in the appropriate pool.
- Maintain knowledge of Microsoft and all other software used by the Foundation.
- Administer Concur expense and corporate credit card processes.
- Assist with CFGF Fund and stock donation processes.
- Collaborate with our Integrated Payables provider regarding ACH payments.
- Assist with preparation of workpapers for the annual financial audit and tax compliance.
- Attend Audit & Budget and Investment Committee meetings, taking minutes as needed.
- Provide finance support to agency funds.
- Provide accurate and automated fund information and maximize the use of technology/systems in this process.
- Assist with IT and database enhancement / improvement projects.
- Administer bi-weekly payroll via third party software ADP Workforce Now.
- Perform payroll reconciliation functions and assist with annual payroll compliance audits.

***This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.***

#### **EDUCATION AND/OR EXPERIENCE**

- At least 3 years of experience in accounting or related field.
- Minimum of an associate degree in accounting required; bachelor's degree preferred.
- Proficient in Microsoft Excel.
- CPA license a plus.
- Nonprofit and / or fund accounting experience desired.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Able to demonstrate teamwork, respect, integrity, stewardship, and DEIAR throughout work and interactions.
- Well-organized self-starter and creative problem-solver.
- Ability to work in a fast-paced environment with demonstrated ability to manage multiple competing priorities.
- Quick learner with demonstrated progressive knowledge and able to resolve issues timely and accurately.
- Effective time management including establishing priorities and meeting deadlines with minimal supervision.
- Strong oral and written communication skills.
- Able to maintain a high level of confidentiality.

#### **WORK ENVIRONMENT AND JOB SPECIFICATIONS**

**The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.**

- Primarily perform work in an office environment.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space, or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time.
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.
- Travel occasionally to surrounding area businesses for events, meetings, etc.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.***