

WHO WE ARE

In its capacity as a Community Development Financial Institution (CDFI), Forward Community Investments (FCI) builds stronger and healthier communities by providing loans, advising and grants to mission-based organizations that address the root causes of racial inequities and socioeconomic disparities and support initiatives that improve equity and make positive change possible. <http://www.forwardci.org/>

Our Vision is an equitable and inclusive Wisconsin built on cooperative social action.

Our Mission is to act as an investor, connector and advisor for organizations and initiatives that reduce socioeconomic and racial disparities throughout Wisconsin.

Our Values: integrity, partnership, authenticity, racial justice, equity, diversity, accountability.

WHAT WE DO

Since 1994, FCI has supported Wisconsin-based projects and programs by providing loan capital, financial expertise and organizational capacity building for: affordable housing, community facilities and economic development initiatives. We have lent more than \$188 million to hundreds of mission-driven organizations, making a difference in the lives of more than 700,000 people.

WHAT WE NEED

FCI is looking for a Senior Accountant to assume responsibility for a key position on our finance team. We need an individual who is comfortable operating within FCI's mission and has an appreciation for working in a value-based culture. Experience working for nonprofit entities is a plus. The ideal candidate is very organized, detail-oriented, and efficient with a demonstrated ability to meet deadlines with a high level of accuracy. The ideal candidate has superior communication and customer service skills, needs to be a self-starter, and can thrive in an entrepreneurial, team-oriented, and mission driven environment.

SPECIFIC JOB RESPONSIBILITIES

The Senior Accountant has responsibility for key components of the accounting functions of FCI and subsidiary entities. This includes ensuring the integrity of processes and procedures to provide timely, accurate financial information. The Senior Accountant will lead the external financial audit of FCI's subsidiary entities and will assist with FCI's financial audit. The Senior Accountant will also work with the Director of Finance and Compliance on key aspects of analysis and reporting. The Senior Accountant will be a member of the finance team, including the Director of Finance and Compliance and the Staff Accountant. The Senior Accountant should be comfortable with handling large amounts of data and be very familiar with Excel.

Accounting and Audit

- Lead operational and monthly financial statement tasks, including journal entries, reconciliations, and initial review for FCI and its subsidiary entities.
- Responsible for the financial statement audits for FCI's subsidiary entities as well as assist with the financial audit of FCI.
- Lead single audit preparation and audit when applicable.
- Assist with team to implement new GAAP related to estimating credit loss and then assume responsibility for ongoing implementation.
- Assist in preparation of annual budget.

Financial Analysis and Reporting

- Assist in developing and preparing revenue and expense analyses for forecasting.
- Assist in creating financial models based on analyses to support organizational decision making.
- Maintains knowledge on current and emerging developments/trends and collaborates with management to incorporate in decision making.



FORWARD *community investments*

- Follow compliance schedule and assist with adhering to required external covenants and reporting for FCI and its subsidiary entities.
- Review and present financial reports and analyses as needed.

Qualifications

- BA or BS in Accounting, with a minimum of three years of accounting experience.
- Strong knowledge of GAAP.
- Demonstrated strong computer skills including database, word processing, and accounting software.
- Advanced experience in spreadsheet report preparation. Fluency with Excel spreadsheet software is required.
- Demonstrated acumen in financial statement preparation, reporting and compliance, account reconciliation, analytical work, and audit work paper preparation.
- Very organized, detail-oriented and efficient with a demonstrated ability to meet deadlines with high level of accuracy and attention to detail.
- Strong communication and customer service skills and an ability to adapt to a wide variety of audiences, including clients, supervisor, peers and external partners/vendors.
- A demonstrated commitment to FCI's values is required.

Additional Qualifications

- Experience in not-for-profit accounting and compliance issues is a plus, but not required.
- Experience with single audits is a plus, but not required.
- Work experience at a CDFI, financial institution, or real estate is a plus, but not required.
- Experience with Intacct as we look to migrate to that software late 2023 or early 2024.

Studies show women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications described. We encourage you to connect with us if our work speaks to you, even if you don't think you check all the boxes.

Location

We offer a hybrid working environment, with employees expected in the Madison office several days a week (specifics are negotiable and open to discussion).

How to Apply and Timeline

To apply, please send your resume and a cover letter to [beckyb @ forwardci.org](mailto:beckyb@forwardci.org). Your cover letter should address your relevant qualifications and demonstrate your passion for community. Please be sure to provide suitable daytime and evening contact details.