

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 Financial Analyst to assume responsibility for a key position in our accounting program. 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 Financial Analyst must possess 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

Under the supervision of the Director of Finance and Compliance, the Financial Analyst position in our accounting program plays a key role in financial decision-making by supporting and executing financial analysis and planning processes. The Financial Analyst prepares budgetary and compliance reporting internal and external to the organization. In addition, the Financial Analyst will assist with operational and monthly financial statement tasks of the Accounting Department.

Financial Analysis and Reporting

- Develop and prepare revenue and expense analyses for forecasting and pricing.
- Create 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.
- 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.

Accounting and Audit

- Assist with operational and monthly financial statement tasks, including journal entries, reconciliations, and review.
- Work with lending department to implement new GAAP related to estimating credit loss and then assume responsibility for ongoing implementation.
- Assist with audit work paper preparation for FCI and its subsidiary entities.
- Assist in preparation of annual budget.



Qualifications

- BA or BS in Accounting, with a minimum of three years of analytical experience.
- Working knowledge of GAAP.
- Demonstrated strong computer skills including spreadsheets, database, work 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.
- Work experience at a CDFI, financial institution, or real estate is a plus, but not required.

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

Forward Community Investments is head-quartered in Madison, Wisconsin with an additional office in Milwaukee, Wisconsin. We offer a hybrid working environment, with employees in the Madison and Milwaukee areas. We are open to this position being remote (in Wisconsin), with the employee to have the flexibility to be in one of our offices with some frequency.

How to Apply and Timeline

To apply, please send your resume and a cover letter. 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. Applications will be accepted until April 15, 2023.