

 **Operation Fresh Start | Position Description**

[www.operationfreshstart.org](http://www.operationfreshstart.org/)

Phone: 608-244-4721

**POSITION:** Senior Accountant

**REPORTS TO:** Operations and Finance Manager

**HOW TO APPLY:** Send resume and cover letter to ofshr2670@gmail.com

**STATEMENT OF EQUITY AND INCLUSION:**Operation Fresh Start is an affirmative action/equal opportunity employer. Operation Fresh Start is committed to building a community of equity and inclusion. We strongly encourage applications from women, underrepresented minorities, persons with disabilities, LGBTQI+ groups, sexual minority groups, and any other candidates who will contribute to the diversification and enrichment of other's life experiences and perspectives.

**ORGANIZATION/PROGRAM DESCRIPTION:**

***Our Vision:*** All youth ages 16–24 are assets in our community.
***Our Mission***: Operation Fresh Start empowers emerging adults on a path to self-sufficiency through education, mentoring, and employment training. OFS programs offer youth and young adults’ opportunities to gain meaningful, supported work experience, earn a high school diploma or occupational credential, and continue on to higher education and/or self-sustaining employment.

**ABOUT OPERATION FRESH START:** OFS programs are designed for a critical time in life: the transition to adulthood. They provide a path forward for emerging adults through mentoring, education, and employment training. OFS program participants earn their high school diploma, driver’s license, and certifications in the construction and conservation fields, and gain college/career readiness skills. Program participants are all also giving back to the community – building affordable homes for low-income families, and completing conservation projects and environmental justice work in city and county parks. After program completion, OFS staff continue to support program graduates as they transition into post-secondary education and/or self-sustaining employment.

**HOURS: Flexible 40 hours per week schedule with hybrid possible.**

**WORK ENVIRONMENT:** This is an on-site position located at 2670 Milwaukee St, Madison WI 53704 with a typical office environment setting.

**COMPENSATION AND BENEFITS:** Starting wage is $60,000-$72,000, depending upon education and experience. Benefit package includes paid vacation, sick, personal, holiday, maternity/paternity leave, flexible savings account, and insurance (health, dental, disability and life).

**DUTIES AND RESPONSIBILITIES**

*The following duties are typically expected of this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

**Finance**

* Supervise preparation of staff and participant payrolls including computation of all fringe benefits, vacation, and sick leave and related tax forms.
* Implement and maintain appropriate controls and enforce necessary policies to protect the organization’s assets and financial affairs.
* Supervise the operation of the accounting system, which shall be based on universally accepted accounting standards, in compliance with existing laws and contractual commitments.
* Maintain an effective management information system that will provide the Executive Director, Board, and staff, with financial and special reports, as appropriate, that will aid in the management decision-making process and facilitate the efficiency and economy of operations.
* Administer policies, procedures, forms, and records to maintain an efficient system according to acceptable legal business and accounting standards.
* Supervise the grant allocation process and review grant invoicing and reporting.
* Engage in the administration of grant reporting, management, and audits.
* Engage in developing and utilizing data systems to inform and continually improve programming.

**Grant Compliance and Reporting**

* Manage federal, state, and local grant billing
* Ensure grant compliance

**General**

* Manage allocation of expenses among multiple funding sources and programs
* Organize, prepare, and review accounting input
* Prepare month end journal entries
* Post and deposit cash receipts
* General ledger reconciliation
* Process work permits
* Assist annual audit
* Proactively promote and participate in process improvement
* Work effectively with team members at all levels of the organization in a positive, professional manner
* Provide back-up for Finance & Operations Director and Accounting Assistant as needed

**QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

Relevant Bachelor’s Degree or 2 years of relevant professional experience

Interest in working to empower emerging adults on a path to self-sufficiency and success

Experience with or understanding of funding-based accounting

Understanding of finance, accounting, budgeting, and Generally Accepted Accounting Principles

Proficient in Microsoft Suite

Fastidious attention to detail and accuracy

Effective communicator

Strong organizational and time management skills

Ability to think critically and problem solve

Accounting experience in a nonprofit setting is preferred but not required

\*\*\*\*OFS conducts several background checks prior to employment. Criminal background does not necessarily preclude employment at Operation Fresh Start.\*\*\*

**RESUME AND A COVER LETTER FOR THIS POSITION IS REQUIRED.**

**SUBMIT TO:**

Operation Fresh Start
Attention: Mckenzie Newman
2670 Milwaukee Street | Madison, WI 53704
mnewman@operationfreshstart.org