

CARE NET OF DANE COUNTY

JOB DESCRIPTION

Position Title	Department	Reports to
Bookkeeper/AP Specialist	Administration	Operations Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	2024

POSITION SUMMARY

Responsible for financial management of all financial aspects to provide accurate recording and reporting of transactions in accordance with GAAP.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Ensure effective execution of back-office financial functions including fiscal operations, accounts payable, accounts receivable, cash management, account reconciliation.
- Oversee all fiscal operations, including accounts payable, accounts receivable, cash receipts.
- Manage and oversee donor management database and online giving. Posting all donations, preparing bank deposits, syncing information to QuickBooks.
- Work with Development Director on donation activity and reports. Ensure donors receive timely and accurate receipts and prepare year-end tax receipts.
- Manage banking and company credit cards. Enter credit card charges and ACH/EFT payments into QuickBooks to ensure financial accuracy.
- Oversee, administer, and monitor payroll and the Simple IRA plan. Enter payroll changes into the system and communicate any technical issues with Insperity, the payroll vendor.
- Maintain PTO records for eligible staff and troubleshoot any variances.
- Provide financial reports and interpret financial information to managerial staff .
- In conjunction with Fractional Accountant, analyze expenditures in relationship to the annual budget and cash flow to ensure the availability of funds as needed.
- Manage restricted funds and net assets in QuickBooks. Provide detailed reports for grants. Keep sufficient documentation for each grant. Work with staff to ensure grant expenditures conform with the terms of the grant. Maintain supplemental reports on detailed expenses.
- Work with CEO and/or designee to manage annual audit activities and lead communication with external auditors. Provide all financials, supplemental reports, and documentation to the auditor as they prepare the annual audited financial statements and IRS 990 tax returns.

- In conjunction with the CEO and/or designee, maintain Care Net's fiduciary responsibility for control over its assets. Establish and/or maintain an appropriate level of internal controls. Make improvements as necessary.
- Serve as financial liaison for Care Net and subsidiaries including Eagle Harbor LLC and CNEH Condos, LLC. Monitor and coordinate financials of subsidiaries to provide accurate financial information for consolidated annual audit.
- Assist with creating budgets for special projects and forecasting various scenarios. Correctly account for capital campaign donations in compliance with Generally Accepted Accounting Principles.
- Other duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- A. Degree in Accounting or finance related field, or equivalent professional experience.
- B. Experience in non-profit accounting is a plus.
- C. Familiarity with GAAP
- D. Strong computer skills including advanced experience in excel.
- E. Experience with QuickBooks (or other accounting software) and database software.
- F. Excellent verbal and written communication skills with the ability to interact with all levels of the organization.
- G. Time and priority management skills
- H. High level of integrity and the ability to keep information confidential
- I. Self-motivated - Ability to work independently and personal accountability for the overall operations of the finances.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to operate standard office equipment.
- Must be able to lift, push or pull up to 20 pounds at a time.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential

functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.