



**WALNUT WAY CENTER**  
 2240 N. 17<sup>th</sup> St.  
 Milwaukee, WI 53205  
 P: 414-264-2326  
 F: 414-265-7245  
 www.walnutway.org

### POSITION DESCRIPTION

<b>Job Title:</b>	Accounting Manager				<b>Prepared by:</b>	Walnut Way HR Manager						
<b>Department:</b>	Administration				<b>Approved by:</b>	WWCC Board of Directors						
<b>Reports to:</b>	Executive Director				<b>Date:</b>	ASAP						
<b>Pay Rate:</b>	\$49,941 - \$55,298				<b>Term:</b>	Unlimited						
<b>FTE/Exempt Status:</b>	1.0 FTE	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	<b>Position Status:</b>	<b>FT</b>	<input checked="" type="checkbox"/>	<b>PT</b>	<input type="checkbox"/>	<b>IC</b>	<input type="checkbox"/>

### COMPANY CONFORMANCE STATEMENT

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

### Organizational Background:

Walnut Way Conservation Corp. (Walnut Way) is the convener of the quality of life plan sponsored by the Zilber Neighborhood Initiative (ZNI). Walnut Way is a resident-led neighborhood association within Lindsay Heights, and its mission is to sustain economically diverse communities through civic engagement, environmental stewardship and ventures for community prosperity.

### Walnut Way's strategic plan includes five goals:

- **Grow Prosperity** by expanding workforce development and revitalizing commercial corridors.
- **Environmental Stewardship** through transforming vacant lots into healthy green spaces, enhancing the Walnut Way environmental campus, and promoting and attracting housing resources.
- **Civic Engagement** that expands peer support and leadership networks, strengthens youth leadership opportunities, and creates community-driven policy, systems and environmental change.
- **Catalytic Development** that drives social innovation, health and wellness.
- **Sustainable Walnut Way** that strengthens organizational and neighborhood capacity.

## **POSITION PURPOSE**

The Accounting Manager is responsible for ensuring organizational effectiveness by providing leadership for the organization's financial functions. As a part of the staff Leadership Team, the Accounting Manager reports to the Executive Director and works closely with the Program Managers of Catalytic Development, Environmental Stewardship and Human Resources. This position also interacts with the board of directors.

The Accounting Manager is a strategic, hands-on and participatory manager who leads and supports the following areas: finance, business planning, budgeting, administration, and human resources. The Accounting Manager directs and coordinates activities of the financial and business area with other facets of the organization, including establishing and maintaining quality standards of accounting, in accordance with Generally Accepted Accounting Principles (GAAP), managing the development of efficient work procedures and processes in order to increase organizations effectiveness, providing strategic analysis and advice to the Executive Director and the Board of Directors, and ensuring ample security for materials, assets and information. This position manages all accounting functions of the agency, including managing audits, directing the annual budget process, ensuring compliance with applicable contract and regulatory reporting requirements, managing fiscal transactions, tracking cash flow, ensuring the timely completion of financial reporting, analyzing and interpreting statistical and accounting information and forecasting fiscal position to management and board of directors.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Strategy Responsibilities:
  - Partners with the Executive Director on operational and strategic issues, providing recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
  - Manages long-term budgetary planning and cost management in alignment with the organizations strategic plan.
  - Plays a significant role in long-term implementation planning, leading initiatives geared toward operational excellence.
  - Collaborates with the Executive Director and Marketing & Communications Coordinator to align financial management with fundraising goals.
  - Engages the Board Finance Committee around issues, trends and changes affecting the operating model and operational delivery.
  
- Financial and Operations Management Responsibilities:
  - Manages overall financial management, planning, systems and controls for the organization.
  - Manages the general accounting function which includes inter-company transactions, cash management/reconciliation for multiple accounts, payroll allocation, invoice processing, financial reporting and balance sheet management.
  - Manage all general ledger, including cash receipts, cash disbursements, accounts payable, accounts receivable, revenue releases, and cash flow forecasting. Reconcile accounts payable and accounts receivable monthly.
  - Ensures that the organizations financial records are maintained in compliance with organizational policies and GAAP. Reviews accounting activities to ensure that a standard level of internal controls and audit procedures and techniques are applied.

- Ensures the organizations financial reports are prepared in compliance with policies and directives of government granting agencies, funders and donors.
  - In collaboration with the Executive Director, develops annual agency budget, monitors revenue and expenses to insure compliance. Participates in regular meetings with Executive Director around fiscal planning.
  - Responsible for the review of organization payroll, monthly/quarterly account reconciliations and other filings to ensure compliance.
  - Monitors contract compliance, including timely reporting and billing.
  - Maintains grants, donations, contracts, and other accounting files
  - Coordinates the annual financial audits
- Other Duties:
    - Attends Leadership Team and staff meetings.
    - Attends meetings of the board of directors as required.
  - Qualifications:
    - Demonstrated understanding and experience in the non-profit sector including working with a board of directors. Non-profit management and leadership experience preferred.
    - Requires a bachelor's degree in accounting or business administration (CPA Preferred), plus, a minimum of five years of professional level experience performing varied and responsible accounting or business management involving the use of electronic data processing systems.
    - Thorough knowledge of accounting principles and practices as well as budgeting, purchasing, and electronic data processing applications.
    - Experience managing a variety of funding sources
    - Extensive knowledge of and experience with QuickBooks and Microsoft Excel
    - Excellent oral and written communication skills and problem-solving abilities.
    - Excellent organizational skills.
    - Ability to work independently and as part of a team.
    - Ability to maintain confidentiality.

## **ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities. The work environment characteristics include working in office space, community settings, community agencies and outdoors.

## **REQUIRED EDUCATION AND EXPERIENCE**

1. Demonstrated understanding and experience in the non-profit sector including working with a board of directors. Non-profit management and leadership experience preferred.
2. Requires a bachelor's degree in accounting or business administration (CPA Preferred), plus, a minimum of five years of professional level experience performing varied and responsible accounting or business management involving the use of electronic data processing systems.
3. Thorough knowledge of accounting principles and practices as well as budgeting, purchasing, and electronic data processing applications.
4. Experience managing a variety of funding sources
5. Extensive knowledge of and experience with QuickBooks and Microsoft Excel
6. Excellent oral and written communication skills and problem-solving abilities.
7. Excellent organizational skills.



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8. Ability to work independently and as part of a team.
9. Ability to maintain confidentiality.

### ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Knowledge of high net worth community via local business, civic, and cultural networks desirable.
- Efficient time management skills: ability to meet deadlines and prioritize multiple projects.
- Demonstrate excellent written, oral, and organizational skills; highly detail oriented.
- Demonstrate a willingness to work in a collaborative and strong team - based organization.
- Ability to manage and motivate a team to achieve goals.
- Passion for community development and social justice.
- Thrives in asset-based community development

### EQUAL EMPLOYMENT OPPORTUNITY

Our organization is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any basis including, but not limited to: veteran status, uniform service member status or any other protected class under federal, state or local law. In Wisconsin, the following are a protected class: age [40 or over]; race; creed; color; disability; marital status; sex; national origin; ancestry; pregnancy, childbirth, maternity leave or related medical conditions; arrest or conviction records; military service; sexual orientation; use or nonuse of lawful products off the employer's premises during non-working hours and genetic testing.

### OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply, please email resume, cover letter, and two professional references (on company letterhead)

To: Danielle Brower  
HR & Operations Manager  
[Danielle@walnutway.org](mailto:Danielle@walnutway.org)  
Walnut Way Conservation Corp.  
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WALNUT WAY IS AN EQUAL OPPORTUNITY EMPLOYER  
DRUG FREE WORKPLACE