



## JOB ANNOUNCEMENT

**Position Title:** Finance Officer  
**Reports to:** Director, ECDC Multicultural Community Center (ECDC MCC)  
**Status:** Full-Time/Exempt  
**Location:** Wausau, WI (Remote work not possible)

**Job Summary:** The Finance Officer is responsible for accounting activities for ECDC's Multicultural Community Center—a refugee resettlement agency in Central Wisconsin. The Finance Officer oversees the Finance & Programs Assistant and is responsible for managing and monitoring budgets, day-to-day accounting, accounts payable, accounts receivable, cash receipts, deposits and generating monthly grant financial reporting. The Finance Officer ensures adherence to generally accepted accounting principles (GAAP) and procedures for the Finance Department and provides oversight and accountability for all Finance department operations. This position is also responsible for managing and monitoring budgets for individual programs/grants, including the creation of financial reports, tracking and closing of grants. This position will work with and support the Director of Finance at ECDC headquarters as well as the local Branch Director in developing, implementing and providing ongoing financial oversight of the organization.

### Key Responsibilities

#### 1) Accounting Responsibilities

- Support the accounting department by maintaining effective internal controls and managing appropriate departmental records in accordance with applicable regulations, policies, and standards.
- Implement and maintain systems, procedures and policies pertaining to the accounts payable, cash receipts, budgets and accounts receivable functions to ensure adherence to company guidelines and GAAP.
- Compare budgets with actual spending on a regular basis, adjusting spending as necessary.
- Review and prepare monthly program expenditure reports and submit to Director of Finance and Managing Director at ECDC headquarters.
- Review and provide final approval for all Fund Requests.
- Prepare and submit program invoices on a monthly and quarterly basis.
- Oversee and manage accounts payable invoices (APIs) and review transactions for posting and generating checks.
- Review monthly bank statements to reconcile payments and MIP entries.
- Submit requests to ECDC HQ to replenish funds for operating account on a monthly basis.
- Alert Director and program supervisor when funds are not available before processing payments.
- Oversee management of direct client assistance and other disbursed program funds.
- Maintain system to track and document client cash assistance fund requests by funder/program.
- Review and adjust staff time allocations across funders regularly, ensuring that staff salaries are allocated according to budget.
- Provide oversight of the indirect cost allocations.
- Maintain system for receiving, tracking and reporting on all revenue from donations.
- Assist with the 1099 tax reporting process for contractors and vendors.
- Serve as the point person for the financial portion of monitoring and program audits from funders.
- Serve as the local point person for preparations and fieldwork related to annual financial audit.



## 2) Program and Grant Management Support

- Read and understand program-specific policies, requirements and procedures for all funding streams (federal, state, local/private).
- Understand cash assistance policies related to providing direct payments to refugee clients.
- Work with the Program Manager(s) and Director to develop annual budgets for various programs.
- Provide budget oversight to ensure that the day-to-day operations are conducted in accordance with ECDC policies, grant contracts, and relevant laws.

## 3) Office Support and Finance Oversight

- Provide direct supervision to ECDC MCC Finance & Programs Assistant.
- Ensure timely submission and accuracy of staff time allocations and submit staff timesheets.

## Education, Experience, Knowledge, Skills and Abilities

- Degree in accounting, finance, or equivalent work experience in grants management required.
- Working knowledge of cost principles and allowable costs.
- Knowledge of accounting procedures, financial management and analysis. and demonstrated training experience required.
- Self-directed, motivated and able to handle multiple projects simultaneously.
- Detail oriented, extensive documentation skills, organized and able to work in a multi-tasked environment.
- Strong oral and written communication skills, ability to write reports and to make presentations
- Cross-cultural sensitivity and the ability to work with people from other cultures.
- Ability to maintain confidentiality of financial and other sensitive information.
- Maintain punctuality for work, appointments and report dates.
- Must work well in a team setting.
- Commitment to the mission, vision and values of the ECDC MCC.
- Required computer skills: particularly MIP fund accounting, Microsoft Outlook, Excel, Access, Word and accounting software packages.
- Possess a valid driver's license and access to own transportation

**Physical Demands/Environmental Factors:** Moderate physical activity, which includes standing, sitting, walking and lifting items. Ability to see within normal parameters. Ability to hear within normal parameters. Ability to maintain emotional control under stress. Work is primarily indoors in a climate-controlled building.

**How to apply:** Please send resume and cover letter to: [avannoord@ecdcus.org](mailto:avannoord@ecdcus.org) with "Finance Officer" in the subject line. **No phone calls please.** Only qualified applicants will be contacted for an interview.

**ECDC is an Equal Opportunity Employer.**