



Title: Finance Administrator

Supervisor: Director of Operations

Status: Hourly, Part-time 20-25 hours

Location: SL Brown Foundation, Madison, WI

About the Organization

The Stephen & Laurel Brown Foundation (Foundation/SLBF) serves the University of Wisconsin and Madison communities by leading Christian thought and formation to shape today's pluralistic university. We gather communities, educate for formation, and produce scholarship within the university context for greater Christian impact. SLBF comprises five initiatives: Upper House Commons, The Lumen Center, New College Madison, a student Fellows Program, and a Media Studio. The Foundation includes two physical properties: Upper House – based in University Square in the heart of the University of Wisconsin–Madison campus, and Dottie's Ranch – a retreat center located 15 miles outside Madison. Upper House is a member of the Consortium of Christian Study Centers.

Vision for the Position

The Finance Administrator position is a part-time (20-25 hrs/week) role in support of the Operations Office. This person reports directly to the Director of Operations and serves all Foundation staff. As part of the Operations Office team, s/he will support efforts to maintain an organized, efficient, and healthy team culture.

Duties include the following areas: (1) accounting & financial operations, (2) budgeting & forecasting, (3) compliance & audit, and (4) general administration.

We are seeking a detail-oriented and highly organized person to join our Operations team. This role is critical to ensuring the organization's financial strength, sustainability, and mission impact. and will help position the organization for long-term growth by faithful stewardship of resources.

Responsibilities:

Accounting & Financial Operations (60%)

- Manage all accounting functions including:
 - Recording deposits and preparing payments for vendors
 - Tracking organization credit card transactions.
 - General journal entries
 - Month-end and year-end close
- Ensure timely and accurate financial reporting.
- Maintain GAAP compliance and nonprofit accounting standards.
- Manage restricted and unrestricted funds in accordance with donor intent.
- Monitor cash flow and maintain appropriate reserves per Board policy.
- Provide purchasing support for staff requests.

Budgeting & Forecasting (15%)

- Provide support for the annual budgeting process across all teams.
- Monitor budget performance and provide variance analysis.
- Collaborate with department leaders to ensure fiscal responsibility.
- Work with the Executive Director, Operations Director, Initiative Directors, and Department Directors to forecast budgets for personnel and benefits, infrastructure, capital expenditures, operations, programming, and special projects.

Compliance & Audit (10%)

- Ensure compliance with federal, state, and local regulations.
- Support annual audit process and serve as primary liaison with external auditors.
- Support the preparation and review various tax forms such as Form 990.
- Ensure proper internal controls and financial policies are maintained and updated.
 - SLBF Internal Controls Policies and Procedures Manual.
 - SLBF Credit Card Use Policy.
- In partnership with the Payroll and Benefits Administrator, provide requested information for annual Worker's Compensation Insurance audit.

General Administration – (10%)

- Serve as a valued team member and colleague/collaborator on the Operations Leadership Team and on special projects as assigned.
- Provide general administrative and program support, as assigned.
- Engage in routine staff meetings to exchange critical information, discuss ongoing initiatives, and foster team communication.
- Attend board and finance committee meetings when requested.

Personal Growth and Spiritual Renewal – (5%)

- Commit time to personal and organizational renewal through regular periods of reading and reflection. This includes scheduled times away for study, prayer, and long-range planning.

Qualifications:

- Commitment to the Lordship of Christ and a high level of spiritual maturity.
- Annual affirmation of the SLBF Statement of Faith
- Love for the university and its array of stakeholders.
- Strong financial stewardship mindset.
- High level of integrity, discretion and ethical standards. Ability to maintain a high degree of confidentiality.
- Strong attention to detail, proficiency with QuickBooks accounting software and Excel.
- Sincere commitment to working collaboratively with SLBF staff.

Education & Experience:

- Bachelor's degree in accounting, finance, or related experience in nonprofit accounting and financial management preferred.
- Familiarity with GAAP and financial reporting.
- Experience managing audits and compliance.

Preferred Certifications:

- QuickBooks Certified ProAdvisor through [Intuit QuickBooks](#)