



Title: Finance, Payroll, & Benefits Administrator

Supervisor: Director of Operations

Status: Full time, Exempt

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, Payroll, & Benefits Administrator position is a full-time 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 and financial operations, (2) benefits administration/employee support, (3) payroll processing, (4) budgeting & compliance, and (5) 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 staff support and stewardship of resources.

Responsibilities:

Accounting & Financial Operations (40%)

- 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.

- Attend board and finance committee meetings when requested.
- Maintain GAAP compliance and nonprofit accounting standards.
- Manage restricted and unrestricted funds in accordance with donor intent.
- Track donations, issue annual donation acknowledgement letters.
- Monitor cash flow and maintain appropriate reserves per Board policy.
- Provide purchasing support for staff requests.

Benefits Administration/Employee Support (25%)

- Administer health, dental, vision, life, and disability insurance plans, along with 401(k), FSA, and HSA accounts.
- EBC Non-discrimination test, Section 125 Plan information. Keep EBC apprised of benefit plan changes.
- Act as the primary point of contact for payroll discrepancies, benefits enrollment, and claims resolution.
- Leave Management: Coordinate and track employee leaves of absence, including PTO, Sick Leave, Spiritual retreat days, FMLA, short-term, and long-term disability as needed.
- Compliance & Reporting: Ensure payroll and benefits operations comply with federal, state, and local regulations. Prepare accurate monthly, quarterly, and year-end payroll reports.
- Onboarding & Open Enrollment: Guide new hires through benefits orientation and lead the annual open enrollment process as needed.
- Maintain and update Employee handbook as needed.

Payroll Processing (10%)

- Manage end-to-end processing for 40+ employees including employee account maintenance, reviewing timesheets, and processing deductions and garnishments.
- Oversee the bimonthly submission of payroll for hourly and exempt employees, and employee retirement plan and health savings account contributions.
- Maintain onsite employee payroll/personnel files.
- Complete annual 401(k) Plan Safe Harbor match submissions.

Budgeting & Compliance (10%)

- 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.
- 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.
- Complete annual Worker's Compensation Insurance audit.

General Administration – (7.5%)

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

Personal Growth and Spiritual Renewal – (7.5%)

- 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.
- Annually affirm SLBF Statement of Faith
- Love for the university and its array of stakeholders.
- High level of integrity, discretion and ethical standards.
- Sincere commitment to working collaboratively with diverse stakeholder groups.

Education & Experience:

- Bachelor's degree in accounting, finance, human resources, or related field or equivalent experience.
- Technical Skills: Proficiency with modern HR/Payroll platforms and proficiency in Microsoft Excel.
- Knowledge: Strong understanding of FLSA regulations, IRS tax laws, COBRA, and FMLA compliance.
- Soft Skills: High level of confidentiality, strong analytical skills, and excellent interpersonal and communication abilities.

Preferred Certifications:

- QuickBooks Certified ProAdvisor through [Intuit QuickBooks](#)
- Certified Payroll Professional (CPP) through the [American Payroll Association](#)
- SHRM Certified Professional (SHRM-CP) or PHR