Financial Liaison Support - Milwaukee, WI.

JOB CODE: FI011

Schedule: Full Time

Work Status: Regular-Hourly

Salary: Competitive salary, based on experience

Location: 2701 Chase Avenue  Milwaukee WI  53207

We Invite You to Join UMOS’ Diverse & Dedicated Team

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS’ diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

Benefits
To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees’ eligible compensation
Advancement
In addition, UMOS offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

Diversity & Equal Opportunity
UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

We have an outstanding opportunity available for a detail-oriented individual with a strong financial background!

The ideal candidate will have broad based financial accounting experience with processing financial transactions in accordance with UMOS, program specific requirements and applicable accounting rules and regulations. The position is responsible for accurate, timely processing and review of transactions with a demonstrated understanding of accounting and program controls and maintenance of the infrastructure. In addition, perform routine accounting transactions and other supporting accounting functions related to system and reporting infrastructure. The ideal candidate is a skilled multi-tasker who is motivated and reliable with a strong attention to detail.

CLICK HERE TO APPLY FOR THIS JOB.

Primary Responsibilities:

1. Review and process program related: Invoices, travel reports, timesheets, petty cash and other related transactional items for correctness. Collaborate closely with decentralized program staff and management for follow-up of missing or incomplete documents. Respond to grant program personnel related to grant accounting matters.
2. Acquire and maintain knowledge of current grant requirements, program and accounting related document and procedural processing standards. This includes grant and accounting department specific requirements, procurement and allowable costs.
3. Review of grant match documentation supporting the valuation and applicability for the Grant objectives and outcomes; as directed, record the Match and maintain its documentation using established methodology standards.
4. Ability to work in a fast paced, high-volume environment of reviewing various types of accounting transactions for compliance with required documentation, approvals and accounting codes using prescribed information within the expected timelines.
5. Audit payroll timecards each pay cycle to ensure accuracy and compliance across grant funding sources.
6. Process grant Employee Action Notices (EAN) within the system.
7. Assist with compiling grant monitoring and financial audit documentation requests in addition to documentational requests from funding sources.
8. Provides support in the creation of or assembly of grant related training materials.
9. Assist with the creation of new system GL accounts, system input of journal entries and budgets into the accounting software and or Excel spreadsheets.
10. Assist with budget file creation setup, historical information and trend analysis under the direction of requesting Financial Liaison or Management Staff.
11. Ensure assigned reports and records are maintained accurately and promptly.
13. Reconcile assigned credit card and other general ledger accounts.
14. Maintain and as appropriate, compile fiscal documentation for files for required monthly and quarterly financial reports.
15. Provide fiscal data as needed to Accounting Staff and assist in the preparation, review and finalization of monthly and yearly financial and or audit statements.

**Qualifications:**

1. Associate degree in accounting, business, or a related field; Note: Additional years of work experience in a relevant field can be substituted for one year of education.
2. Minimum of two years of work experience in one or a combination in the following with progressive experience in an accounting or financial environment with focus on transactional processing and a support role in a financial environment; Note; Additional years of post-secondary education in a relevant field can be substituted for one year of experience.
3. Not for profit experience or similar experience in a compliance driven environment is highly desirable.
4. Valid driver’s license and reliable transportation for occasional travel preferred.
5. Strong communication skills, verbal and written.
6. Good organizational, prioritization and communication skills and the ability to work comfortably on your own or as a part of a team in a fast-paced environment.
7. Working knowledge and experience in utilizing computer software applications such as Microsoft Office, Sage Accounting and or other software programs or customary software.

CLICK HERE TO APPLY FOR THIS JOB.

UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.