



*Connecting people, passion, and giving  
in the La Crosse area since 1930.*

## **JOB POSTING | SENIOR ACCOUNTANT | FULL-TIME**

### **THE ORGANIZATION**

Since 1930, La Crosse Area Community Foundation has been bringing people, ideas, and resources together to help create a thriving and vibrant community. We administer and steward over 380 named funds created through charitable gifts from individuals, families, and businesses that care about enhancing the greater La Crosse area. In 2025, we awarded over \$5.4 million in grants and scholarships from these funds to local nonprofit organizations, government agencies, and educational institutions to catalyze positive change in La Crosse County. Our organizational culture is fast-paced and one of engaged teamwork, where we support one another in reaching our individual and collective goals. We strive to offer great flexibility for team members to accommodate a healthy work-life balance. We are an equal opportunity employer committed to hiring a diverse workforce from a wide range of backgrounds to enhance our organization and bring fresh ideas and perspectives to our work.

### **THE POSITION**

We are currently seeking a full-time (32 hours/week) Senior Accountant. This position reports to the Operations Director and works closely with other staff to facilitate ongoing fund administration, accounting, and financial reporting. This position has significant growth potential within our organization. The full position description is attached.

### **PAY & BENEFITS**

Pay will be commensurate with experience and the median average wage of comparable positions at similarly sized community foundations in the Midwest (\$29.00 to \$33.00/hour). Benefits include a generous wellness stipend, paid holidays and sick leave, paid time off, 403B retirement plan match up to 5%, annual increases, life and disability insurance, and personal and professional advancement opportunities. All team members are expected to spend most of their weekly hours in the office and have the flexibility to work from home when needed.

### **HOW TO APPLY**

Complete the ranking questions below and submit with a resume to Erin Belby, Operations Director, La Crosse Area Community Foundation, 601 N 7th Street, Ste 203, La Crosse, WI, 54601 or [erin@lacrosseareafoundation.org](mailto:erin@lacrosseareafoundation.org). Questions can be directed to Erin by email or by calling 608-782-3223.

### **Ranking Questions:**

1. Describe any experience in the non-profit or charitable sector and what motivates you to work in this field.
2. Describe your experience working in the accounting field. Provide an example that demonstrates your strength as an accountant, problem solver, or analytical thinker.
3. Describe examples of how you meet the 'Required Attributes/Behaviors' of this position (listed below).
4. Describe your career goals and personal approach to skills development and big picture thinking.

### **APPLICATION PACKET DEADLINE**

Posted 3/9/2026. Review of applications will begin April 1st, and the position will remain open until it is filled. Interviews are anticipated to begin the week of April 13th, with an anticipated start date around May 4th.

# FULL POSITION DESCRIPTION

Job Title: Senior Accountant Reports to: Operations Director

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## Position Summary

This .8 FTE position reports to the Operations Director. The Senior Accountant is part of the Foundation’s operations team that manages the accounting, fund administration, and cash flows of the Foundation and its affiliate partner(s). This position is responsible for bank reconciliations, quarterly financial statement preparation at the entity level, fund grantmaking due diligence, fund distribution administration, grant entry, payroll, and data validation.

## Core Strengths

Analytical | Detail Oriented | Adaptable | Integrity | Communication

## Required Attributes/Behaviors

- Autonomy in problem solving
- Enjoys working at a fast pace with limited supervision
- Understands and accepts rules and regulations
- Self-starter that enjoys helping others
- Comfortable working both independently and as a part of a team
- Introspective with an eye for process improvement

<b>Principal Duties &amp; Responsibilities</b>	
<b>40%</b>	<p><b>Financial Administration and Accounting Duties for La Crosse Area Community Foundation and its affiliate partners and their projects.</b></p> <ul style="list-style-type: none"> <li>• Participate in mail opening process (2-person process), log incoming gifts, and receipt of in-person gifts and cash</li> <li>• Understanding and adherence to IRS guidance related to charitable acknowledgement for various gift types (cash, marketable securities, QCDs, gifts to donor advised funds, etc.)</li> <li>• Monthly bank and credit card reconciliation preparation</li> <li>• Back-up support for activities performed by Accountant</li> <li>• Implement and oversee the grantmaking due diligence processes and grant and scholarship entry for all fund types</li> <li>• Coordinate the payroll functions for LACF staff and related general ledger entries</li> <li>• Support Operations Director in managing vendor relationships including IT, insurance, facilities, and other contracts</li> <li>• Prepare financial statements quarterly at the entity level for the Foundation and each of its affiliates</li> <li>• Coordinate and assist with annual audit and Form 990 process; liaise with external auditors</li> <li>• Work within Operations team to administer the Foundation’s record retention policy</li> <li>• Assist the Foundation to meet state and federal compliance laws and Council on Foundations Standards for Community Foundations</li> <li>• Assist the Operations Director in monitoring and updating internal controls of the Foundation to best support foundation goals of efficiency and risk management</li> </ul>

<b>25%</b>	<p><b>Fund administration activities for all La Crosse Area Community Foundation Funds and its affiliates' funds</b></p> <ul style="list-style-type: none"> <li>• Calculate and monitor spend rates on all funds in accordance with the Foundation's distribution policy</li> <li>• Calculate and administer beneficiary payments on all designated funds</li> <li>• Coordinate fund statement preparation and publication with Accountant for all funds</li> <li>• New fund set up in database software for all Foundation and affiliate funds</li> <li>• Track and monitor minimum fund balances as needed</li> <li>• Ensure the integrity of fund data within the database system</li> </ul>
<b>20%</b>	<p><b>Support the Foundation's mission and ongoing programs through data integrity activities and other analysis</b></p> <ul style="list-style-type: none"> <li>• Work with Operations Director to create/implement/monitor processes that ensure data integrity</li> <li>• Adhere to established best practice processes in data integrity for the entire system when working with profiles, grantees, donors, etc.</li> <li>• Support other organizational team needs for data and data integrity</li> <li>• Support the Foundation's participation in industry analysis through the completion of select surveys, and provide meaningful industry comparisons for foundation leadership based on industry survey results</li> <li>• Plan, execute, and communicate financial analysis as requested to support the various functions of the foundation (e.g. new funds, fund fees, spend rate)</li> <li>• Provide reports as directed to meet fundholder requests for information – i.e. ad hoc fund statement requests</li> </ul>
<b>15%</b>	<p><b>Support overall Foundation operations</b></p> <ul style="list-style-type: none"> <li>• Model the values of the Foundation in all relationships and activities</li> <li>• Adhere to the team agreements of the Foundation – Connection to Mission, Transparent Communication, Strive for Constant Improvement, Feedback Forward, Self-Accountability and Ownership, Trust and Honesty</li> <li>• Engage in ongoing professional development through memberships, conferences, and peer group participation</li> <li>• Participate in ongoing strategy development and implementation</li> <li>• Attend all staff meetings and other events as requested</li> <li>• Respond to colleagues' needs when information, support or coverage is needed</li> <li>• Other duties as assigned*</li> </ul>

*\*This job description has been designed to indicate the general nature and level of the work and may not list all duties.*

## Qualifications

Preference will be given to candidates with knowledge and demonstrated experience in:

- Degree in accounting; bachelor's degree preferred (commensurate experience will be considered)
- Experience in non-profit accounting or other controllership role
- Experience managing the quality and content of financial data
- Demonstrated ability to interact respectfully and cultivate relationships with people of diverse backgrounds, perspectives, styles, and cultures
- Goal-oriented, pro-active, self-starter with ability to work independently and approach challenges with a high degree of adaptability
- Strong communication skills, both written and oral
- Strong organizational skills
- Detail-oriented
- Excellent computer skills, including working with multiple software systems
- Personal qualities of integrity, credibility, and dedication to the mission of the Foundation

*In compliance with federal law, the applicant hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Applicants must be authorized to work in the U.S. without sponsorship.*