

Job Posting – dated June 16, 2025

Accounting Specialist

Location: Madison, WI (1241 John Q. Hammons Drive) with hybrid options

Job Type: Part-Time Employment

Reports to: WI FFA Foundation Executive Director

The Wisconsin FFA Foundation, located in Madison, WI is looking for someone to join the team as the Accounting Specialist.

The Wisconsin FFA Foundation builds relationships and encourages philanthropy to support and grow agricultural education and FFA which supports the Wisconsin FFA mission of premier leadership, personal growth, and career success through agricultural education.

The Wisconsin FFA Foundation is seeking to hire a part-time, hybrid Accounting Specialist to support its Executive Director in executing day-to-day accounting needs and event-based work. This position will provide direct support on the day-to-day finances of the Foundation, entering donations in Neon and QuickBooks, coding income and expenses, running reports, and regularly review/analyze current finances in relation to planned budgets.

An ideal candidate will possess many of these qualities:

- Exceptional knowledge of QuickBooks, GAAP, accounts reconciliation
- Ability to work collaboratively and professionally with WI FFA Foundation staff, board members, and partners
- Ability to create and send invoices, renewals and interact with sponsors
- Customer Relationship Management (CRM) or database maintenance, entries, and event programming knowledge
- processing mail, gift acknowledgements, file organization, and updating file systems
- Assist with follow-up and general customer service communications, such as replying to general inquiries, answering calls and returning voicemails
- Attend Board of Directors meetings, State FFA Convention or other industry events as needed within scope of the position
- Skills in grant writing are preferred but not required

Qualifications

- Minimum Associate degree (preferred in areas of accounting, business, or finance) and two (2) years of related work experience OR four (4) years of related work experience

- Financial knowledge of budgets and Accounts Payable/Accounts Receivable
- Strong understanding of QuickBooks & Microsoft Office products (Word, Excel, Outlook, Teams)
- Experience with Customer Relationship Management or database software and the willingness to learn strategies for optimizing donor database information. Experience with Neon CRM a bonus.
- Ability to prioritize projects, maintain a professional schedule, and work independently

Benefits & Compensation

- \$20-25/hour
- Cell phone reimbursement
- Travel reimbursement for work related expenses
- Earned vacation/holiday time off

To apply, please submit a detailed letter of application addressing the competencies and technical/professional knowledge, a current resume, and the names and contact information for two (2) references to:

WI FFA Foundation Executive Director
Ellen Schutt
execdirector@wisconsinffaoundation.org

Job posting will remain open until the position is filled. First round of application review will begin July 7, 2025.

The Wisconsin FFA Foundation, Inc. is an equal opportunity employer and that any information collected is solely to verify identity and determine suitability for the position.