

Employment Opportunity

# Finance Manager

## at Operation Fresh Start



For best consideration, please apply here:  
[www.qtigroup.com/OFS](http://www.qtigroup.com/OFS)



# ABOUT THE ORGANIZATION

Since 1970, **Operation Fresh Start** has empowered more than 8,000 emerging adults to find a pathway to a family-sustaining career. OFS programs are designed for a critical time in life: the transition to adulthood.

Operation Fresh Start's mission is to provide emerging adults a path to self-sufficiency through mentoring, education and employment training.

With a staff of forty employees and an Operating Budget of approximately \$4 million, Operation Fresh Start is a multi-faceted growing organization that provides 16 -24 year old Dane County residents with programming leading to a High School diploma, Drivers License, career exploration and engagement, and career specific training in construction, conservation and healthcare. While engaging in personal growth, program participants also build affordable housing and provide land management and improvement in Dane County and City of Madison parks and greenspaces.

Operation Fresh Start offers employees an opportunity to improve their community while receiving competitive wages and excellent benefits including health, dental and vision insurance, retirement plan matching and a culture of empowerment and shared purpose and mission.

Visit Operation Fresh Start's website to learn more about the organization: <https://www.operationfreshstart.org/>

Click the photo (right) to learn how OFS celebrates 50+ years of empowering emerging adults.





# ABOUT THE OPPORTUNITY

The **Finance Manager** provides an opportunity for the right candidate to take a leadership role at Operation Fresh Start that includes administering fiscal and personnel management, managing all aspects of relationships with grant sources, and implementing necessary policies and procedures to ensure financial and contractual requirements are conducted efficiently and are in compliance.

## Finance

- Prepare, review, and implement all budgets, projects, contractual agreements of financial nature once approved by the Board and the Executive Director.
- Supervise preparation of staff and participant payrolls including computation of all fringe benefits, vacation, and sick leave and related tax forms.
- Implement and maintain appropriate controls and enforce necessary policies in order to protect the organization's assets and financial affairs.
- Supervise the operation of the accounting system, which shall be based on universally accepted accounting standards, in compliance with existing laws and contractual commitments.
- Maintain an effective management information system that will provide the Executive Director, Board, and staff, financial and special reports, as appropriate, that will aid in the management decision-making process and facilitate the efficiency and economy of operations.
- Maintain all agency accounting records, leases, contractual agreements, vouchers and financial documents of any kind, protecting from loss or destruction.
- Administer policies, procedures, forms and records in order to maintain an efficient system according to acceptable legal business and accounting standards.
- Supervise the grant allocation process and review grant invoicing and reporting.
- Engage in grant writing budget preparation.
- Engage in the administration of grant reporting, management and audits.
- Engage in the developing and utilizing data systems to inform and continually improve programing.
- Attend to duties or meetings dealing with financial and staff management.
- Prepare and administer housing-related documents for acquisition and sale of homes.



# ABOUT THE OPPORTUNITY

## Management

- Supervise, train, and evaluate a small team carrying out financial duties.
- Engage as a member of the management team in development of new programming.
- Participate in the evaluation and continual improvement of current programming.
- Supervise administration of Worker's Compensation and Unemployment Compensation. Remain current on these benefits and provide recommendations for changes as necessary.
- Maintain compliance with funders and regulators.
- Develop and maintain a system for handling agency policy and procedure manuals.

Based on the applicants interests, aptitude and experience, this opportunity may include management of additional staff and oversight of administration, data management, human resources and grant management. Salary will be commensurate with breadth of position. There may also be the potential for the right candidate to begin with a more narrowly defined financial scope and grow into a position with broader responsibilities and organizational and community impact.

## Qualifications

- Relevant Bachelor's degree or 3 years of relevant professional experience.
- Interest in working to empower emerging adults on a path to self-sufficiency and success.

## Preferred Knowledge, Skills & Abilities

- Experience with fund-based accounting
- Federal, State, and/or local grant management.
- Experience managing staff teams of three to eight people.



## ABOUT MADISON & APPLICATION PROCESS



The position is located in **Madison, Wisconsin**. Madison anchors a thriving economic region of over 536,000 residents, which includes the state capital, a world-class research university the University of Wisconsin - Madison, and growing technology and research industries. Madison has earned the number one spot on [Livability's "Best Place to Live in America"](#) for both 2021 and 2022.

Madison is a rare combination of thriving businesses, progressive government, rich culture and advanced education - all in a setting of rare natural beauty. Surrounded by five lakes, laced with bike trails, and enlivened with numerous parks and green spaces, the area offers countless opportunities to enjoy a balanced lifestyle in a dynamic Midwestern city

### Application & Selection Process

**Operation Fresh Start** has exclusively retained The QTI Group to conduct the search for their new **Finance Manager**. The QTI Group is a comprehensive human resources advisory services firm founded in 1957. QTI is headquartered in Madison, Wisconsin.

Candidates with either a Finance Management or Finance/Operations background are encouraged to apply.

Please submit a resume and cover letter (required): [www.qtigroup.com/OFS](http://www.qtigroup.com/OFS)

Inquiries may be submitted to The QTI Group at the email or phone number listed below.

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