



Part Time Finance Associate

With origins dating back to 1939, the Hudson-Webber Foundation is a private, independent grantmaking organization created to support organizations and institutions that move the city of Detroit forward. The Hudson-Webber Foundation is currently looking for a part time Finance Associate to work approximately 20 hours per week in the offices at 333 West Fort Street, Detroit, MI 48226.

The Finance Associate provides support for the finance functions of the Foundation. The Staff Accountant must have high-level skills with Microsoft Office, be highly organized, detail oriented, and must be able to function well as a participant in a small, highly motivated team of individuals. Under the supervision of the VP of Finance & Administration, the Finance Associate supports the finance and administrative functions of the Foundation including accounts payable, budgeting, general ledger, and various financial reporting to the Board of Trustees.

Responsibilities include:

I. Finance

- A. Process invoices through accounting software and prepare payment through bill.com or checks for signature and mailing.
 1. Make sure invoices are accurate with accompanying supportive documentation.
 2. Maintain accuracy in charging to the correct expense account.
- B. Ensure proper approvals prior to payment, follow internal control guidelines.
- C. Maintain general ledger and accounting journals of the Foundation.
- D. Prepare reconciliation of bank statements on a timely basis.
 1. Reconciliation of HWF and HACP checking accounts.
 - a. Make journal entries for all electronic transactions.
 - b. Account for transfers of cash into accounts.
 - c. Keep track of outstanding checks and timeliness of checks clearing the checking accounts.
 - d. Present bank reconciliations and all supportive documentation to VP Finance for review.
 2. Reconcile cash reserve statement.
 - a. Account for cash receipts and cash disbursements in the accounting software.
 - b. Confirm investment trades with documentation from OCIO.
 - c. Track the monthly money market account sales and purchases in accounting software.
 - d. Present reconciliation statement and all supportive documentation to VP Finance for review.
- E. Aid in preparing quarterly budget reports.
- F. Assist VP of Finance in preparing monthly interim financial statements.

1. Run monthly balance sheet, income statement, and illiquid asset balances, and update these to the input model used for producing the financial statements.
- G. Maintain monthly investment manager statements and journal entry sheets electronically on shared drive.
- H. Produce various year-end workpapers for annual audit and 990PF tax return.
- I. Assist in preparation of Finance Committee meeting reports, minutes, and schedules.
- J. Enter HWF payroll and keep track of yearly MI Obligation and SUI taxes.
- K. Process timely reporting of 1099's to the IRS.
 1. Make sure Foundation receives W-9's from vendors, consultants, etc. during the year to determine if HWF will need to issue a 1099 at the end of the year.
 2. Prepare the appropriate 1099s each January, present to VP Finance for review and signature, mail to IRS office by the end of January.
- L. Respond to requests for surveys and updates from outside organizations (COF, CMF, etc.) for financial information.
- M. Provide assistance to VP of Finance with other assigned tasks and special projects.

II. Administration

- A. Oversee expense report processing to adhere to foundation policies and IRS regulations. Work with Administrative Specialist to ensure proper processing and documentation.
- B. Update IRS mileage allowance yearly, update expense report template accordingly, and inform staff of new rate allowed.
- C. Track subscriptions for HWF, staff and trustees, and make sure they are renewed on a timely basis.

III. HACP Administration

- A. Review and record activity relating to HACP program including producing monthly and annual reports.
 1. Work closely with HWF social worker to stay on budget with anticipated Hudsonians grantees for each calendar year. Ensure all outstanding grants have been closed out by year-end.
 2. Process grants submitted by HWF social worker for approval by President and Chair, get checks signed and return to social worker for processing.

IV. Other

- A. Assist with the management of the Foundation financial records.
- B. Work closely with other staff to effectively coordinate overall operations of the Foundation.
- C. Exercise a high degree of independent judgment, tact, and discretion in the execution of financial responsibilities.

Desired Qualifications:

- Degree in Accounting, Bachelors preferred.
- 2+ years' experience in an accounting role.
- Drive and desire to follow and maintain well organized systems

- Keen attention to detail at every level
- Ability to handle complex and confidential information with discretion
- Strong proficiency in Microsoft Word and Excel, Adobe Acrobat
- Be energized by our organizational mission and impact
- Sense of deep personal responsibility for our collective success

Benefits include paid time off, paid parking, life insurance, retirement plan match, personal development opportunities.

Please apply at the following url: [HWF Finance Associate](#)

The Hudson-Webber Foundation is committed to building a culturally diverse staff and strongly encourages applications from underrepresented candidates. It is the policy of the Foundation to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation and/or expression, genetic information, marital status, status with regard to public assistance, veteran status or any other characteristic protected by federal, state or local law.