



Wisconsin Farmers Union Accounting Manager

Position Title: Accounting Manager

Status: Full-Time

Supervisor: Executive Director

Location: Market on River, Chippewa Falls, WI

About Wisconsin Farmers Union

Wisconsin Farmers Union (WFU) is a grassroots, member-driven organization committed to enhancing the quality of life for family farmers, rural communities, and all people through education, cooperation, and civic engagement. We advocate for fair farm policies, vibrant local food systems, and sustainable rural economies, working side-by-side with members across the state to build a future where family farming thrives.

WFU's headquarters is located at Market on River in downtown Chippewa Falls. This vibrant, multi-use space houses our WFU offices alongside The Mercantile retail store, a shared-use commercial kitchen, a food hall, and a public event venue. Market on River is a hub for connecting local farmers, food entrepreneurs, and community members. The Accounting Manager will play a key role in ensuring the financial stability of both the organization and its affiliated enterprises.

Position Summary

The Accounting Manager is responsible for the overall financial management of WFU's three entities — our 501(c)(5) membership organization, 501(c)(3) Foundation, and Service Association — ensuring fiscal accuracy, transparency, and compliance. This position manages the day-to-day accounting functions, payroll for approximately 25 employees, grants and donations, investments, and budgeting processes. The role requires strong attention to detail, proficiency with nonprofit accounting standards, and the ability to work collaboratively with leadership and program staff.

Key Responsibilities

Financial Management

- Oversee daily accounting operations, including accounts payable, accounts receivable, cash management, and bank reconciliations
- Maintain accurate and timely financial records in QuickBooks for all entities
- Prepare monthly, quarterly, and annual financial statements and reports for leadership
- Monitor cash flow and assist with financial forecasting
- Maintain relationships with banks, auditors, investment advisors, and other financial service providers

Payroll & Benefits

- Manage all payroll functions for approximately 20 employees, ensuring accurate and timely bi-monthly processing
- Review wage and salary computations, deductions, taxes, and other withholdings for accuracy
- Maintain payroll records and paid time off calendars
- Verify payroll vendor submits withholding taxes and employer forms on time
- Prepare payroll-related reports and ensure compliance with federal and state requirements
- Administer employee benefits and support onboarding/offboarding processes

Grant & Donation Management

- Administer and track all grants (federal, state, foundation, and others) to ensure compliance with funding requirements
- Prepare and submit grant financial reports and documentation
- Work with program staff to develop grant budgets and monitor expenditures
- Reconcile grants quarterly and advise the Executive Director on fund transfers

Budgeting & Forecasting

- Develop annual organizational budgets in collaboration with the Executive Director
- Monitor budgets throughout the year and recommend adjustments as needed
- Provide financial analysis to inform decision-making

Compliance & Audits

- Ensure compliance with federal, state, and local financial regulations, including nonprofit and tax requirements
- Coordinate annual audits, providing all necessary documentation and implementing auditor recommendations
- Complete and file all required reports for government and funding entities

Investments & Fixed Assets

- Reconcile investment accounts monthly and record related income, disbursements, and changes in value
- Track fixed assets, property, and equipment, including acquisitions, disposals, and depreciation
- Conduct annual fixed asset audits and update records accordingly

Qualifications

Required

- Bachelor's degree in Accounting, Finance, or a related field OR at least five years of progressive experience in nonprofit financial management
- High proficiency in QuickBooks Online, Microsoft Excel, and financial reporting tools
- Experience working with payroll systems
- Strong analytical, problem-solving, and decision-making skills
- Excellent interpersonal and communication abilities
- Proven ability to prioritize, manage multiple projects, and adapt to changing priorities
- High level of integrity, discretion, and commitment to WFU's mission

Preferred

- Experience with multi-entity accounting and retail/event/venue financial management
- Familiarity with agricultural, cooperative, or rural community organizations
- Experience in federal grant administration

How to Apply:

Submit resume, cover letter, and 3 references to WFU Director of Development Danielle Endvick at dendvick@wisconsinfarmersunion.com by **September 15th, 2025**.

Non-Discrimination Statement: Wisconsin Farmers Union prohibits discrimination on the basis of race, color, religion, creed, national origin, ancestry, gender, gender expression, sexual orientation, family/parental status, age, disability, socio-economic or military status, in any of its activities or operations. These include employment, youth and adult programs, membership, selection of vendors, appointment of board members and selection of grantees, volunteers and representatives.