

Join Orion Family Services as the Finance & Accounting Manager.

You'll help strengthen the financial systems that support Orion's mission. As the Finance & Accounting Manager, you will maintain accounting integrity, lead monthly close processes, oversee payroll and billing workflows, and ensure financial records are accurate, timely, and audit-ready. This role combines hands-on accounting work with supervision, analysis, and internal control discipline. You will work closely with administrative leadership and help translate financial information into clear, reliable processes for the organization.

This is a full-time, benefits-eligible position that will work on-site in Madison, Wisconsin

Primary Job Responsibilities Include:

- **Talent Acquisition & Onboarding Coordination**
 - Coordinate end-to-end hiring processes, including postings, tracking, scheduling, and communication
 - Ensure a consistent, equitable, and timely recruitment experience
 - Support onboarding processes that create a strong and welcoming start
 - Maintain hiring data and timelines to inform workforce planning
- **Payroll & Billing Oversight**
 - Oversee accurate and timely payroll and billing operations and related workflows
 - Review outputs for completeness, accuracy, and reasonableness
 - Identify and address process gaps, errors, backlogs, and inconsistencies
 - Supervise and support staff through work prioritization, training, and performance feedback
- **Monthly Close & Accounting Integrity**
 - Own the monthly close calendar and documentation process
 - Prepare journal entries and reconciliations for bank, payroll, receivables, and other key accounts
 - Ensure proper classification of revenue and expenses in accordance with GAAP
 - Maintain organized, audit-ready financial documentation
- **Accounts Payable & Disbursement Support**
 - Review and validate invoices for accuracy and coding integrity
 - Prepare payment batches for approval and maintain clear supporting documentation
 - Monitor cash-flow timing in coordination with leadership
- **Reporting & Budget Support**
 - Prepare budget-to-actual reports and financial summaries for leadership review
 - Support annual budget preparation with templates and historical data
 - Assist with Finance Committee materials and communicate financial information to non-financial audiences
- **Audit, Internal Controls & Continuous Improvement**
 - Serve as a primary documentation contact for external auditors
 - Maintain and strengthen internal controls, procedures, and standard operating practices
 - Support implementation of audit recommendations and fraud-risk awareness efforts
 - Identify opportunities to improve accounting, payroll, billing, and reporting workflows

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field preferred
- 3-5 years of accounting experience, preferably in nonprofit or human services
- Strong knowledge of GAAP principles and financial statement structure
- Demonstrated ability to supervise staff, including coaching, accountability, and workflow management
- Strong organizational and prioritization skills across accounting, payroll, and billing
- High attention to detail and documentation rigor
- Ability to work independently while coordinating closely with leadership
- Ability to communicate financial concepts clearly with non-financial audiences
- Commitment to integrity, confidentiality, and mission-driven service

Additional Requirements:

- Ability to exercise independent judgment within established financial controls and escalation expectations
- Ability to manage sensitive information with a high level of confidentiality
- Ability to work independently while collaborating across teams
- Commitment to ethical decision-making and organizational integrity
- Must pass annual background check and annual driving record background check
- Must complete trainings as required for agency compliance
- Understanding of confidentiality and HIPAA requirements as applicable to the role

Compensation:

- Anticipated hiring range: \$75,000-\$85,000
 - Offer is based upon experience, qualifications, and internal equity
- Benefits include:
 - Medical, Dental, and Vision insurance
 - Life insurance
 - Employee Assistance Program
 - Vacation and Wellness Time
 - Retirement Plan
 - HSA/FSA
 - ... and more

Applicants must be authorized to work in the United States. Orion Family Services does not provide employment visa sponsorship. Employment eligibility will be verified upon hire as required by federal law.

HOW TO APPLY

Please email your resume with a letter of interest as a combined PDF with the subject line of "Finance & Accounting Manager: (your name)" to careers@orionfamilyservices.org.

**For assured consideration, submit materials by September 30, 2026.
Applications will be accepted until the position is filled.**

Orion Family Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Individuals from typically underrepresented populations—including women, minorities, veterans, and individuals with disabilities—are encouraged to apply.