



**Disability  
Rights**  
WISCONSIN

## **Position Announcement**

### **Finance Director**

#### *Position Information*

---

**Full Time Equivalent:** 1.0 FTE (40 Hours per week), Exempt

**Reports to:** Executive Director

**Rate:** \$110,000 to \$120,000 annually

**Note:** Compensation at Disability Rights Wisconsin is based on a tiered calculation scale that considers:

- prior relevant employment experience;
- candidate attributes applicable to social justice and disability advocacy work;
- grant coordination experience if applicable;
- supervision experience if applicable.

**Location:** This is a **Madison or Milwaukee** office position. Hybrid work is available. Applicant must be a Wisconsin resident.

**Job Hours:** Work to be completed during core office hours; 8 a.m. to 5 p.m.

- 1-800-928-877 Toll Free | 1-833-635-1968 Fax
- [info@drwi.org](mailto:info@drwi.org)
- [disabilityrightswi.org](http://disabilityrightswi.org)

*Serving the state of Wisconsin with offices in Madison and Milwaukee*

## How to Apply

---

**Application Instructions:** For this position, submit a:

- cover letter or letter or email of interest.
- resume or work experience history that details your qualifications and experience as they relate to this position.

For priority consideration, apply online at our Careers page:

[www.disabilityrightswi.org/careers](http://www.disabilityrightswi.org/careers)

**Application Deadline: September 12, 2025.** Applications received by this date will be given full consideration. The position will remain open until filled.

**Note:** You can request alternate formats of this position announcement. You may submit your application materials in alternate formats if needed.

## About Disability Rights Wisconsin

---

**Disability Rights Wisconsin** is Wisconsin's Protection and Advocacy system. The agency is charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

Disability Rights Wisconsin arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities.

Our core values include: Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from marginalized and underserved communities. We work to specifically address disability-related injustices at the intersections of disability and race; disability and gender and gender identity; disability and gender-based violence; and more. We strive to create a welcoming and inclusive environment at Disability Rights Wisconsin.

## *About This Position*

---

As a key member of the organization's leadership, the Finance Director is responsible for overseeing the organization's financial operations and fiscal integrity. They partner with the Executive Director and other members of leadership in strategic decision making related to the organization's fiscal health. This position oversees the day-to-day financial operations, including budgeting, grant tracking, compliance, and reporting and supervises accounting staff. The Finance Director supports the organization's mission by maintaining sound financial systems, ensuring compliance and providing timely, accurate financial information to support strategic decision-making.

## *Key Responsibilities*

---

### **1. Budgeting and Financial Planning**

- Lead the development and monitoring of the annual operating budget.

- Prepare monthly, quarterly, and annual financial reports for the Board of Directors, leadership and funders.
- Provide financial analysis and forecasts to inform organizational decisions.
- Effectively communicate and present critical financial matters to executive leadership and board of directors.

## **2. Accounting and Compliance**

- Oversee accounts payable, accounts receivable, payroll and general ledger functions.
- Ensure accurate and timely month-end and year-end closing processes.
- Maintain compliance with GAAP, funder requirements, and internal financial policies.
- Support preparation for audits and liaise with external auditors.

## **3. Grant and Contract Management**

- Monitor restricted grants and contracts to ensure proper allocation and reporting.
- Prepare financial reports for government and private funders.
- Track grant deadlines and deliverables in coordination with program staff.

## **4. Internal Controls and Process Improvement**

- Implement and monitor internal financial controls and procedures.
- Identify opportunities to improve financial systems, efficiency, and transparency.
- Ensure consistent documentation and filing of financial records.

## 5. Team Collaboration

- Supervise finance and accounting staff.
- Provide training or support to program staff regarding budget management and expense tracking.
- Collaborate with HR on payroll, benefits, and fundraising reconciliation.
- Perform other duties as needed.

## *Qualifications*

---

- Bachelor's degree in accounting, Finance, or related field (CPA or MBA preferred).
- Minimum of 4 years of nonprofit financial management experience.
- Strong understanding of fund accounting, GAAP, and federal grant compliance (e.g., Uniform Guidance).
- Proficient in accounting software (e.g., QuickBooks, MIP) and Excel.
- Experience with audit preparation and managing multiple funding sources.
- Detail-oriented with strong analytical, organizational, and problem-solving skills.
- Ability to communicate complex financial information clearly to non-finance staff.
- Commitment to creating an environment of belonging and the mission of the organization.

## *Work Environment and Physical Demands*

---

- **Remaining in a stationary position, often standing or sitting for prolonged periods:** 27 to 40 or more hours
- **Moving about to accomplish tasks or moving from one worksite to another:** 13 hours or less
- **Repetitive motions that may include the wrists, hands, and fingers:** 27 to 40 or more hours
- **Sedentary work that primarily involves sitting and standing:** 27 to 40 or more hours
- **Light work that includes moving objects, boxes up to 20 pounds:** 13 hours or less

## *Benefits*

---

Disability Rights Wisconsin places an unparalleled value on the well-being of our staff. The following benefits are offered for permanent employees who work 20 or more hours per week:

- Generous employer contribution for individual and family health insurance plus a Health Reimbursement Account for uncovered health care costs.
- Employer-provided Short-Term and Long-Term Disability Insurance
- 401(k) Retirement Plan with Employer Contribution
- Flex Spending Account
- Access to affordable, quality:
  - Dental, Vision Coverage
  - Additional Life Insurance for employee and spouse and children

- Critical Illness Insurance
- Identity Theft
- Pet Insurance
- **Public Student Loan Forgiveness:**

Employment at our organization may qualify you for federal student loan forgiveness programs. We do not directly pay for – nor forgive – federal student loans. However, our status as a not-for-profit organization under Section 501 (c) (3), makes us an eligible employer. There may be other determining factors for one to qualify.

For more information, read the Federal Student Aid’s Public Service Loan Forgiveness (PSLF) page:  
[studentaid.gov/manage-loans/forgiveness-cancellation/public-service](https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service)

Generous paid time off policies include:

- 10 Fixed and 4 Floating Holidays
- Leave time for:
  - Medical and Caretaking
  - Vacation
  - Personal
- Bereavement Leave

Additional benefits include the Employee Assistance Program (EAP), Commuter Choice, and Sabbatical Leave.

## *Equal Employment Opportunity Act (EEO) and Affirmative Action (AA)*

---

We are an equal-opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status following Title VII of the Civil Rights Act of 1964 and the American with Disabilities Act (ADA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Our organization is committed to building a culturally diverse and inclusive environment.

**Date of Job Description:** August 2025