



MADISON
PUBLIC
LIBRARY

Foundation

201 W. Mifflin Street

Madison, WI 53703

608.266.6318

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Conor Moran

Executive Director

Madison Public Library Foundation: Contract Opportunity

Accounting Consultant for Hire

Duties of the Accounting Consultant include the following:

Monthly

1. Record payroll and related disbursements: flex spending, 401(k), taxes, etc.
2. Allocate expenses to active capital campaigns and programs (e.g., Wisconsin Book Festival)
3. Review and correct coding of cash disbursements
4. Review Raiser's Edge batch detail for each deposit for accuracy of coding in QuickBooks and make adjustments as needed
5. Prepare schedule of bank transfers to move donor-restricted receipts to the proper bank account
6. Reconcile bank statements
7. Review a sample of checks each month for authorized signature, agree payee, and amount to QB records
8. Adjust promise to give accounts in QB for monthly activity (pledge payments and new pledges)
9. Reclassify releases of restriction and donor-restricted contributions; maintain an Excel schedule detailing restricted fund balances and agree the total to the balance in QB
10. Update Library Management Team report showing amounts available by branch and by project, and respond to questions from foundation and library staff on report
11. Provide cash management assistance to maintain adequate balances in accounts
12. Ensure that FDIC limits are maintained and instruct Executive Director to move funds to ICS or CDARS as needed
13. Participate in Finance Committee meetings (bi-monthly)
14. Prepare two sets of financial statements:
 - a) Detailed financial statements for the Finance Committee
 - b) Summarized financial statements for the Board
 - c) Narrative that summarizes monthly and year-to-date measures of financial performance

Quarterly

1. Record Madison Community Foundation endowment fund activity and reconcile each endowment fund's balance to QB
2. Transfer funds to MCF endowments from donor gifts

Annually

1. Direct preparation of operating budget (fall)
2. Prepare workpapers required for the foundation's annual audit
3. Review records of cash receipts and disbursements of branch library Friends groups that operate under the foundation's tax-exempt status
4. Assist with conduct of the audit, and review and approve drafts of audited financial statements and Form 990

As needed

1. Reconcile event and campaign revenue and expenses in QB to records maintained by foundation staff (Ex Libris, Lunch for Libraries, capital projects and events, and others)
2. Work with ED to develop information required for donor meetings, grant solicitations and reports, and more
3. Communicate with ED and Treasurer on questions related to finance matters in a timely manner (i.e., within two business days)
4. Provide guidance on improved preparation and presentation of financial statements for board and Finance Committee review
5. Provide guidance and corrections to Operations Manager and Donor Relations Manager on questions and concerns on reports
6. Assist with reporting on special items and/or other emergency financial items
7. Other duties as assigned

Provide proposal of ability to fulfill the above duties and submit to:

Conor Moran, Executive Director

cmoran@mplfoundation.org

Questions: Call Conor at 608.772.9565.

Proposal deadline: August 30, 2024

Include staffing, cost, planned activities, and references.