

Illinois Coalition for Immigrant and Refugee Rights

Title: Staff Accountant

Agency and position description: The Illinois Coalition for Immigrant & Refugee Rights (ICIRR) is a coalition of more than 100 member organizations that works through its membership (community organizations, labor unions, religious institutions, social service agencies, ethnic associations, etc.) to build power and advance a pro-immigrant platform at local, state, and national levels.

We have a strong team with a diverse range of skills and an even more diverse range of nationalities and life experiences. As a justice mission-driven organization, we hold ourselves to high standards, and we take our work very seriously. We know that if we do our jobs well, people from our communities will suffer less and have more opportunity to build the kind of lives they want for their families. The Staff Accountant plays an important role in shaping the work of the coalition and maintaining this culture of hard work and commitment to justice.

The Staff Accountant reports to the Senior Director of Finance and is part of a team that includes the Director of Finance and Accounting.

This position requires concentration and accuracy on many levels as well as the ability to respond to interruptions and requests for assistance with graciousness. Creating and maintaining a welcoming, service-oriented atmosphere is essential to the smooth operation of the Finance department as a whole.

RESPONSIBILITIES

General ledger:

Maintains ICIRR general ledger including month-end closings for one or more restricted state funds.

- Bank reconciliation
- AR/Revenue
- AP/Expense

Accounts Payable

Working with the Director of Finance and Accounting, maintains the accounts payable system for all funds, including

- Update and maintain all systems and forms.
- General invoice and ICIRR contractor payment: processing and coding for posting
 - Works with vendors as necessary on billing issues
- Employee expense reports reconciling, coding, processing and enter in MIP as unposted
- Credit card transactions processing

Prepares bank deposits for all funds

- Update checks received log to ensure all deposit items are identified and recorded
- Record cash receipts in the accounting system during the month end process
- Prepares bank deposits for all funds
- Manage petty cash and reconcile monthly

State contracts:

- Prepares monthly subcontractor financial reports and submits to State for reimbursement
 - Follows up with subcontractors for missing, incomplete, or inaccurate reports
 - Follows up with ICIRR program offices on status of missing reports
 - Reviews all supporting documentation submitted with vouchers
 - Create files for the state program support
- Prepares the DHS schedule for submission
- Reconcile State programs GL accounts during the month end process.
- Assist with the annual budget process, providing trend analysis of expenses and State grant activity
- Working with the Director of Finance and Accounting, prepares annual financial reports to State programs showing subcontractors approved budgets, actual report of expenditures and year-end accounts payable.
- Prepares subcontractor audit confirmations for ICIRR annual audit
- Prepares subcontractor audit files and binders for financial and program information

Undertakes additional projects as assigned

Additional Organizational Duties:

- Actively participate in all Staff meetings.
- Assist with ICIRR events.

QUALIFICATIONS

- Bachelor's degree in accounting or closely related field.
- Minimum 3 years' experience in accounting, preferably in nonprofit organizations.
- Knowledge and ability to work with computer-based accounting systems; MIP accounting package preferred.
- Ability to thrive in an ethnically diverse environment.
- Strong service orientation toward ICIRR staff and grantees, including trouble-shooting and problem solving.
- Analytical ability with strong Excel skills.
- Flexibility and work ethic to succeed in a fast-paced not for profit environment.
- Team player and collegiality
- Participate in major ICIRR events, e.g., fundraisers, summit, symposium
- Ability to meet deadlines and handle various projects simultaneously.
- Excellent organizational skills

- Ability and desire to take on new projects over course of time
- Adherence to strict confidentiality of financial records is an absolute requirement for this position

SALARY: Salary: Commensurate with experience and qualifications, plus generous benefits.

This position is part of the National Organization of Legal Service Workers, and part of a collective bargaining agreement.

ICIRR is an Affirmative Action/Equal Opportunity Employer

To apply: send cover letter with your resume to jobs@icirr.org. No phone calls, please.