



<https://jesushouse.org/job/staff-accountant/>

Staff Accountant

Description

Jesus House Chicago seeks a Staff Accountant. Working with the Head of Accounts and Church office staffs, the Staff Accountant will assist with all activities related to day-to-day accounting, account reconciliations, financial reporting, and accounts payable. They will also develop business processes and accounting policies to maintain and strengthen internal controls.

Responsibilities

- Record payroll and monthly accruals
- Reconcile bank statements
- Reconcile, adjust, and maintain balance sheet accounts such as prepaid expenses, accounts receivable, accrued expenses, accounts payable, and fixed assets.
- Prepare journal entries for month-end close.
- Prepare and maintain accounts payable.
- Track capital and other special campaign revenue and expenses
- Participate in the annual forecasting/budgeting processes.
- Assist with the year-end external audit and reporting processes.
- Assist in maintaining a controlled environment through proper documentation and internal controls.

Qualifications

- Associate degree/ bachelor's in accounting or Finance
- 0-3 years of progressive accounting experience, non-profit is highly preferred.
- Proficiency in computerized accounting systems such as QuickBooks is desired
- Proficiency in Microsoft Office Suite, including Excel, is essential.
- Excellent interpersonal skills with high initiative flexibility and team approach; must be comfortable working with the staff at all levels across the organization.
- Thorough, quality-conscious, and detailed-oriented
- Demonstrates job competencies in the following areas:
 - Problem-solving, innovation/creativity, and adaptability.
 - Oral and written communication
 - Teamwork, judgment, planning/organizing, and initiative.
 - Productivity, high energy and self-motivation, and professionalism
 - Attendance/punctuality and dependability
 - Achievement-oriented with assignments and financial accountability
 - Commitment to equity and social justice and proven ability to thrive in a diverse, equitable, just, and inclusive environment.
 - Comfort working in a faith-based, multi-cultural, and diverse organization.

In the spirit of caring for one another and our community, please note that upon

Hiring organization

Jesus House Chicago

Employment Type

Full-time

Job Location

60618, Chicago IL

Date posted

January 16, 2022

accepting an offer of employment from Jesus House Chicago you will be required to share proof of a COVID-19 vaccination. This requirement is subject to accommodation in compliance with applicable laws.

Job Benefits

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Tuition reimbursement
- Physical Setting/Location: Office environment
- Schedule: Tuesdays to Sunday (Off on Saturday & Mondays)