

Staff Accountant

DEPARTMENT: Finance

REPORTS TO: Controller

FLSA STATUS: Exempt

LOCATION: Northfield, IL

PT/FT: Part-time, 20-25 hours/week

SUMMARY: The **Staff Accountant** performs general accounting functions and supports the Controller in the operation of the Finance Department.

DUTIES AND RESPONSIBILITIES:

- Prepares and processes daily bank deposits. Delivers deposits to the appropriate banking facility.
- Records deposits in Financial Edge.
- Prepares and processes checks for the Foundation and Project Account.
- Performs monthly operating bank account reconciliations.
- Prepares monthly journal entries.
- Analyzes general ledger account activity and prepares management reporting schedules as required for month-end close.
- Prepares and mails monthly Accounts Receivable billing. Enters billing into Financial Edge.
- Prepares 1099 forms at year end.
- Assists with financial audits including annual financial audit and governmental compliance audits.
- Provides back-up and support for other members of the Finance Department.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Bachelor's Degree (BS) from four-year college or university in accounting
- 0-3 years of experience in general accounting
- Computer skills required: intermediate knowledge of computer programs, including Microsoft Word, Outlook, Excel and accounting software
- Other skills required:
 - Knowledge of or an ability to learn non-profit accounting methods

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.

EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.