

JOB TITLE: Senior Accountant

DEPARTMENT: Finance

FLSA STATUS: Exempt

PT/FT: Part-time (21 hours/week) or Full-time (35 hours/week)

Are you passionate about serving older adults? Would you like to make a difference in the lives of those we serve? If you answered yes, then you will enjoy working at North Shore Senior Center! We are in search of a full-time or part-time Senior Accountant to join our team. We are looking for someone who will bring their experience and passion to support our staff in carrying out our mission of fostering the well-being and independence of older adults.

NSSC is a small non-profit social services agency with just over 100 employees. For the fourth year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We work hard to foster a very supportive work environment that promotes a healthy work-life balance.

SUMMARY:

The Senior Accountant performs general accounting functions and supports the Controller and Director of Finance in the operation of the Finance Department.

DUTIES AND RESPONSIBILITIES:

- Prepare month-end journal entries, reconciliations, and analysis.
- Analyze and record IDOA, CCP, ORS and fundraising revenue.
- Prepare and process daily bank deposits and record in general ledger.
- Analyze general ledger account activity and prepare management reporting schedules as required for month-end close.
- Prepare and mail monthly Accounts Receivable billing and enter billing into general ledger.
- Prepare timely and accurate quarterly and annual reports for submission to various governments, foundations, and other grantors.
- Collaborate with the Development team to provide budgets and reports needed for grant requests.
- Assist with audits including annual financial audit and governmental compliance audits.
- Provide back-up and support to other members of the Finance Department.
- Perform other related duties as assigned by management.

QUALIFICATIONS:

- Bachelor's degree (BS) in accounting from a four-year college or university
- Minimum three years of progressive experience in accounting, not-for-profit sector experience preferred
- Thorough understanding of Generally Accepted Accounting Principles (GAAP)
- Intermediate knowledge of computer programs including MS Word, MS Excel, MS Outlook and accounting software programs for general ledger, accounts payable and accounts receivable (Blackbaud/Financial Edge preferred)
- Must be able to effectively handle multiple projects simultaneously
- Excellent analytical, verbal, communication, and interpersonal skills
- Ability to work independently and as part of a team and take on new tasks with high level of difficulty

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 (including traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), 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.