JOB DESCRIPTION
Position: Staff Accountant

Responsibilities

Chicago Community Loan Fund’s (CCLF’s) Staff Accountant assists with daily finance, accounting, and office operations, including:

- Prepares monthly journal entries for approval by the Accounting Manager that supports the monthly close process. Entries include items such as depreciation schedules, prepaid expenses, income accruals, and loan loss reserve allocations
- Reconciles cash disbursement and cash receipt accounts, borrower accounts; manages accounts receivable collections
- Performs monthly and quarterly account reconciliations for assigned balance sheet and income statement accounts
- Responsible for daily bank account monitoring and bank account reconciliations
- Maintain investor files and correspondence
- Maintain monthly, quarterly, and annual investor compliance
- Assist Accounting Manager with general and year-end processing
- Works across department lines to ensure grants are recorded and drawn down in accordance with grant agreement and budget guidelines
- Provides external auditors with assistance; gathers necessary account information and documents to perform annual audit
- Code and process accounts payable. Once approved, print checks, process EFTs, obtain signatures and mail.
- Serve as a backup for the Executive Assistant, for managing mail, depositing checks, etc.
- Maintains knowledge of generally acceptable accounting practices and procedures
- Complete other tasks as required

Nature & Scope of Working Relationships

The Staff Accountant position requires maintaining a good working relationship with the executive management team, staff and office suite partners. The Staff Accountant reports directly to the Accounting Manager.

Major Challenges/Performance Measures

The primary responsibilities of the staff accountant is to assist with the organization’s accounting, finance, and investment functions. This includes assisting with the preparation of financial reports and the annual audit, general ledger and bank account management and reconciliations, processing of cash receipts and accounts payable, and investor compliance reporting.

Performance measures include: accurate and timely monthly accounting close process, being well organized, good communication and positive team work with staff, directors and all third parties.
Qualifications

The successful candidate will possess the following:

- Strong knowledge of general ledger, and if possible Abila MIP system
- Thorough understanding of general accounting and financial statements, preferably non-profit
- Strong organizational, file management skills along with ability to multi-task
- Excellent oral and written communication skills
- Ability to manage and maintain confidential information
- Ability to work effectively in a team work environment
- High level of experience with Excel and Word applications
- Outstanding punctuality and attendance

To be considered and remain eligible for employment with CCLF, individual must be an established Illinois resident at or by the time individual commences employment, and remain a permanent Illinois resident throughout the individual’s employment with CCLF.

**Minimum educational/experience requirement:** Bachelor’s Degree in accounting or related field preferred. Two or more years of related experience, preferably in the nonprofit sector.

**Work Conditions.**

Majority of time is spent indoors in an office atmosphere. Frequent local travel will be required. While performing the duties of this job, the employee is regularly required to sit, use hands, talk and hear. This position requires frequent standing, walking, kneeling and crouching. This employee must occasionally lift and/or move up to 25 pounds.

At CCLF, we are committed to an inclusive workplace where diversity in all its forms is championed. CCLF is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants with criminal histories, consistent with legal requirements. If you require special accommodation, please let us know.

**To Apply**

**FOR CONSIDERATION PLEASE SUBMIT RESUME TO:** [JOBS@CCLFCHICAGO.ORG](mailto:JOBS@CCLFCHICAGO.ORG).

No phone calls please.