



mary crane CENTER

Job Announcement

Accountant

ADMIN Office
4006 W Lake St.
Chicago, Illinois

Position Summary:

The Accountant position performs all accounting functions for the Center, work closely with Director of Finance and Operations and other content area specialists.

Responsibilities:

- Analyze all expenses, and properly code all transactions and journal entries for posting cost.
- Prepare audit documents.
- Interpret contract provisions in order to identify allowable/non-allowable expenditures.
- Process Payroll, Accounts Payable, Accounts Receivable, and Cash Receipts as needed.
- Prepare and submit monthly DFSS billing vouchers.
- Audit Partner vouchers.
- Assist with internal audits.
- Ensure that all receivables are collected in a timely manner.
- Monitor and assist in preparation and development of agency budgets.
- Assist with the preparation of financial statements and other reports.
- Assist with governmental funding, budgets and all related amendments and modifications for agency.
- Resolve problems regarding budget limitations, allocations or modifications and prepare necessary documentation.
- Monitor and assist in grants expenditures.
- Assist with the coordination of facility projects.
- Maintain control ledgers and prepares financial reports.
- Prepare requested documents for all Foundation grants.
- Train and/or provide technical assistance to bookkeeper staff on various accounting tasks or projects as necessary.
- Other duties as assigned.

Mandatory Job Qualifications:

B.A. degree in accounting from an accredited college or university.

OR

B.A. degree in a related business field with a minimum of 15 semester hours in Accounting plus two years of progressively responsible accounting experience.

AND

At least five years of relevant experience, including proficiency in Microsoft Office, and computerized accounting systems.

Mary Crane League offers its employees competitive salaries and benefits.

How to Apply: Please forward resume to Beth Rivera brivera@marycrane.org or Fax 773-242-2881.

AN EQUAL OPPORTUNITY EMPLOYER

Visit our website: www.marycrane.org