



Sertoma Centre, Inc. is an Equal Opportunity Employer (Minorities/Females/Disabled/Veterans).

Staff Accountant II

Job Code: 2020-CORP-047

Location: Alsip, IL

FT/PT Status: Regular Full Time

Job Summary:

The Staff Accountant II is responsible for supporting the finance department through the preparation of monthly reports, reconciliations and audit schedules, coordinating grant accounting, and miscellaneous ad hoc reporting and analysis. The Staff Accountant II is also responsible for preparing corporate compliance audits and special projects relating to process improvements, new system implementation, and other projects as assigned.

Position Responsibilities:

- Maintain and prepare monthly financial statements for the Centre, Kimball Apartments and the Foundation, including budget variance analysis, as assigned.
- Prepare and distribute monthly revenue, cost center and profitability analysis reports to appropriate management staff timely.
- Prepare reconciliation and analysis of individual general ledger accounts, as assigned.
- Prepare collateral schedules for Line of Credit Capacity.
- Maintain and run the monthly cost allocation plan data in the accounting software.
- Prepare corporate compliance audits, which include documenting audit findings, preparing audit report, including recommendations for process improvements.
- Coordinate with Grant analysis and reporting process, including preparing schedules for applications, draw requests and quarterly and year end reporting.
- Prepare monthly journal entries, including revenue accruals, revenue allocation, deferred revenue, Kimball management fee and other entries as assigned.
- Assist with annual budget preparation by preparing various worksheets and schedules and upload budget amounts into general ledger accounting system.
- Download ROCS billing reports for monthly billing process.
- Assist with Accounts Payable voucher review.
- Prepare the monthly PACE expense report.
- Assist with 1099 process at calendar year end.

Job Qualifications:

- Bachelor's Degree in Accounting or Bachelor's Degree with three years accounting work experience.
- CPA Certification is not required but is preferred.
- Prior experience as a staff accountant is preferred. Experience with monthly close, preparing and posting journal entries, and preparing account reconciliations.
- Proficiency in performing Accounts Receivable, Accounts Payable and General Ledger related tasks.
- Proficiency in the use of computers, internet applications and accounting software applications, including data uploads.
- Working knowledge of Generally Accepted Accounting Principles (GAAP) as they relate to non-profit organizations.
- Intermediate or higher skill level of Microsoft Outlook, Word, Access and Excel, including the use of pivot tables, filters and other data manipulation tools.
- Must have excellent organizational and communication skills.
- Must have ability to handle multiple tasks, delegate work to others, and meet deadlines.
- Must be a self-starter with excellent analytical and problem solving skills.
- Employee is required to remain compliant with all state/federal, position, agency, accreditation, and funding source training/licensing requirements including but not limited to CPR and First Aid post hire.

