

JOB OPENING

**SERTOMA CENTRE, INC.
4343 West 123rd Street
Alsip, IL 60803**

POSITION TITLE: Staff Accountant – Full-Time

POSITION REPORTS TO: Accounting Manager

POSITIONS SUPERVISED: None

POSITION SUMMARY:

The Staff Accountant is responsible for supporting the Finance Department through the preparation of standard and adjusting journal entries, preparing and posting miscellaneous cash receipts, coordinating month-end close process, preparing timely account reconciliations, assisting with corporate compliance audits, and preparing ad hoc analysis and reports. This position will also provide assistance with special projects as needed.

POSITION RESPONSIBILITIES:

- Prepare and post standard and adjusting journal entries.
- Post miscellaneous cash receipts and Social Security payments received as well as coding and posting COBRA premiums received.
- Process Sertoma Centre customer charge payments.
- Prepare assigned account reconciliations, research variances, and prepare related journal entries. Provide recommendations for process improvements as needed.
- Prepare all bank account reconciliations to the general ledger for all companies, including Sertoma Centre, Sertoma Centre Foundation, and Kimball Court Apartments.
- Process Sertoma Centre Foundation contributions and prepare bank deposits.
- Prepare and perform funds transfer from PayPal account to respective bank accounts.
- Prepare all cash requirements needed for all fundraising events.
- Reconcile cash collected at all fundraising events and prepare bank deposits.
- Prepare sales tax returns and remittance requests as needed.
- Prepare fiscal year-end account reconciliations and audit requests.
- Review and approve A/P vouchers for utility payments for correct coding and descriptions.
- Prepare and maintain data entry in FAS, fixed asset accounting system, and post corresponding journal entries.
- Prepare and distribute Subcontract and Janitorial Billings.

QUALIFICATIONS:

- Bachelor's in Accounting Degree or Bachelor's Degree and three years of accounting work experience.
- Prior experience as a Staff Accountant is preferred. Experience with monthly close, preparing and posting journal entries, and preparing account reconciliations.
- Working knowledge of Accounts Receivable, Accounts Payable, and Payroll a strong plus.
- Proficiency in the use of computers, internet applications and accounting software applications, including data uploads.
- Intermediate or higher skill level of Microsoft Outlook, Word and Excel, including the use of pivot tables, filters, and other data manipulation tools.
- Maintain knowledge of Generally Accepted Accounting Principles (GAAP) as they relate to non-profit organizations.
- Must have the ability to handle multiple tasks and meet deadlines.
- Must have excellent organizational and communication skills.
- Must be a self-starter with excellent analytical and problem solving skills.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

If interested, please apply online via our website, www.sertomacentre.org, click on "Career Opportunities" and "Search Here."