



POSITION DESCRIPTION

Job Title: Accounting Manager

Reports to: Chief Operations & HR Officer

Department: Accounting

Classification: Full-time Exempt

Date: November 2024

ORGANIZATION SUMMARY

Claretian Associates builds community within the culturally diverse neighborhood of South Chicago by working with community leaders, residents, and organizations to provide affordable housing and related services for low-and-moderate income people and serve as a catalyst in creating innovative solutions to improve the quality of life.

Since 1991, Claretian Associates has built a network of relationships and activities that have affirmed our faith in the future of South Chicago. Continuing our housing programs and wrap-around services in a targeted 12-block area, we have created a total of 137 affordable homes and apartments, and we work with other neighborhood stakeholders to undertake community development projects and services that continue to enrich the lives of the Southeast Chicago area.

POSITION SUMMARY

The Manager of Accounting assists the outsourced accounting firm with managing accounting duties for Claretian Associates and other companies and its approximately 100 rental properties, and various grant-supported programs. Responsible for day-to-day accounting functions and coordination with the accounting firm.

MAJOR RESPONSIBILITIES

- Collect and manage invoices; ensure payments are made timely, research outstanding balances; investigate past-due payments
- Maintain accounting records and files both paper and electronic
- Establish, maintain, and enforce appropriate internal controls and processes/procedures.
- Process deposits to ensure revenue is properly recorded.
- Serve as back up contact for all grants (government, etc), track information related to reimbursement vouchers, monitor payments and ongoing financial reports.
- Supervise grant accounting staff
- Monitor financial compliance for all grants received.
- Perform contractor payroll process; ensure accurate and timely payments.
- Serve as back up to bi-monthly payroll processing
- Assist with development and monitoring of annual budget.

- Coordinate annual audit process; assist with report preparation and gathering documentation
- Perform other duties as assigned.

PERFORMANCE MEASURES

- Accurate and timely bill payments, timely collection of AR, and financial reporting.
- Duties carried out in accordance with agency requirements and U.S. GAAP.
- Accounting records and reports are organized and easily accessible to management.
- Demonstrated knowledge of general accounting principles and practices.

QUALIFICATIONS

- Bachelor's degree in accounting, finance or related field.
- Minimum of 5 years' accounting experience, preferably in non-profit environment.
- Strong knowledge base of U.S. GAAP; internal controls and accounting procedures and principles.
- Excellent organizational skills, with high level of attention to detail and deadlines
- Demonstrated proficiency with Microsoft Office products; experience with QuickBooks and Gusto.
- Strong oral and written communication skills; ability to communicate effectively and professionally at all levels.
- Works well in a fast-paced environment.
- Demonstrated technical proficiency with Microsoft Excel and knowledge of QuickBooks

COMPENSATION

- Salary range \$75,000 - \$80,000 commensurate with experience
- Includes medical, dental, vision, vacation, and other benefits.

TO APPLY:

Submit cover letter and resume to: careers@claretianassociates.org