

Staff Accountant Job Posting

Job Title: Staff Accountant
Reports to: Senior Accountant

FULL JOB DESCRIPTION AT <https://www.ffchicago.org/careers/>

OUR ORGANIZATION

Facing Forward to End Homelessness (Facing Forward) ends the cycle of homelessness for families and individuals by offering hope, help, and housing. We first ensure that our clients have a safe, stable home, and then we empower them as they lead a *forward-facing* life. We also offer case management, healthcare, referrals for substance abuse treatment and mental health issues, education, and job training. Facing Forward gives the tools our clients need to reclaim their lives.

WHERE YOU WORK MATTERS

You are looking for a diverse, equitable, and inclusive environment where staff are encouraged to be their true selves, share ideas, and contribute to the mission of Facing Forward. You care about preventing and ending homelessness and understand the important role finance and administrative staff play to support this type of work. You believe as we do that diverse skills and perspectives create the best results and that we are stronger together. You're fulfilled in a job that is mission based. If this resonates with you, come join our team!

COMPENSATION AND HOW TO APPLY

- Salary range is \$57,000 to \$62,000 depending on experience and skills. Benefits include medical, dental, vision, life, and long-term disability insurance. Employer-matched retirement plan and generous paid time off.
- Email and include in the Subject line: "Your last name, Staff Accountant"
 - (1) cover letter that explains why you would be a good fit for this position
 - (2) your resume
 - (3) how you heard of the opening
 - (4) your desired salary range to **search@torkelsonconsulting.com**
- Incomplete materials with only a resume will not be considered.

SCHEDULE

- This position is a hybrid position, alternating remote work two days a week with work three days a week at 642 N Kedzie Ave. Free street parking.
- 9 am-5 pm, Monday-Friday, evening and weekend work as needed.

SUMMARY OF RESPONSIBILITIES

The Staff Accountant:

- Performs financial transactions and financial administrative tasks.
- Maintains accounting and financial records.
- Prepares accounts payable, processes cash receipts.
- Processes payroll and delivers high-quality customer service.
- Works extensively with other staff in the Finance Department and organization-wide.

We welcome your application if:

- You are detailed oriented and provide top-notch customer service to our internal and external partners.

- You have excellent interpersonal skills with ability establish and maintain effective interdepartmental communications and relationships.
- You have a solid understanding of standard accounting standards and non-profit accounting practices.
- You are highly analytical.
- You have a bachelor's degree in accounting, business, or related field and/or relevant professional experience.
- You are familiar with accounting software such as Netsuite or other non-profit ERP.
- You have a minimum three years' accounting experience (non-profit preferred)
- You want to make a difference in your community and your city.

Our Diversity and Equal Opportunity Core Value

We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job even if not **every** qualification applies.

We are committed to equal employment opportunity for all qualified applicants and employees.

Physical Requirements

Sitting for extended periods is required. Intermittent physical activity, including standing, walking, and bending. Normal manual dexterity and hand-eye coordination corrected hearing and vision to normal range; verbal communication is required. Reasonable accommodations will enable qualified individuals with disabilities to perform the position's essential functions.