



## Illinois Coalition for Immigrant and Refugee Rights

### **Title: Staff Accountant (non-profit)**

Are you an experienced staff accountant seeking a new opportunity to work with a small and dynamic team? If you are, we encourage you to apply!

We are currently accepting resumes for our newly created **Staff Accountant** opportunity. Reporting to the Senior Director of Finance you will be a member of the team that includes the Director of Finance and Accounting. In this role you will be responsible for a wide range of accounting responsibilities that support the goals and mission of our organization. This position plays an important role in shaping the work of the coalition dedicated to promoting the rights of immigrants and refugees to full and equal participation in the civic, cultural, social and political life of our diverse society.

The Illinois Coalition for Immigrant and Refugee Rights (ICIRR) is a mission driven social justice non-for-profit organization for and of the immigrant communities of Illinois. ICIRR is a 30 plus year-old membership organization composed of more than 138 dues paying organizations, the largest immigrant coalition in Illinois. Membership is broad based and includes: community groups, ethnic associations, unions, refugee organizations, churches, mosques and direct service organizations that work with diverse immigrant communities.

ICIRR's mission is to promote the full and equal participation of immigrants and refugees in the political, civic and economic life of our diverse society. In partnership with our member organizations, ICIRR educates and organizes immigrant and refugee communities to assert their rights; promotes citizenship and civic participation; monitors, analyzes, and advocates on immigrant-related issues; and, informs the general public about the contributions of immigrants and refugees. For more information about ICIRR please go to: [www.icirr.org](http://www.icirr.org).

### **Responsibilities:**

- Assists with monthly financial closings, bank reconciliation, AR revenue, AP expense reporting
- Maintains accounts payable system for all funds
- Update and maintain all systems and forms.
- Processes and codes general invoices and ICIRR contractor payments. Prepares subcontractor audit confirmations for annual audit.
- Communicates effectively with vendors regarding billing discrepancies and questions
- Reconciles and codes employee expense reports
- Processes credit card transactions, records cash receipts and reconciles petty cash
- Records cash receipts and prepares monthly subcontractor financial reports and submits accordingly
- Assist in the preparation of annual financial reports and the annual budget process by providing trend analysis of expenses and State grant activity
- Prepares subcontractor audit confirmations for ICIRR annual audit
- Actively participates in all staff meetings and additional projects as assigned

**Qualifications:**

- Bachelor's degree in Accounting or closely related field
- Minimum 3 years experience in accounting, preferably in nonprofit organizations
- Knowledge and ability to work with computer-based accounting systems; experience with MIP accounting package preferred
- Strong service orientation toward ICIRR staff and grantees, including trouble- shooting and problem solving.
- Analytical ability with strong Excel skills
- Flexible team player with a strong work ethic to succeed in a fast-paced not for profit environment
- Availability to participate in major ICIRR events, such as fundraisers, summits and symposiums
- Ability to meet deadlines, handle various projects simultaneously and take on new projects over the course of time
- Ability to work in the office a minimum of 2 days per week and remotely the other days of the week
- Adherence to strict confidentiality of financial records

This position is part of the National Organization of Legal Service Workers

**ICIRR Offers:** In support of our co-workers, we offer 100% company paid HMO, vacation/personal/sick days with an additional paid week at the end of the calendar year and 403b matching. After four years of service our co-workers are eligible for a (60) day sabbatical.

**Interviews:** Conducted virtually and onsite

**Position Location:** a combination of on-site and remote with a minimum of two days per week in our offices in downtown Chicago is required.

If you share our passion and dedication for promoting the rights of immigrants and refugees to full and equal participation, then we would like to speak with you!

**To Apply:** For consideration, please forward your resume and cover letter by clicking the link: <https://icirr.recruitpro.com/jobs/204057-29104.html>.

**ICIRR is an equal opportunity employer.**

**Keywords:** accounting, accountant, accounts payable, accounts receivable, staff accountant, non-profit accounting