



Enlace Chicago

Enlace Chicago, formerly Little Village Community Development Corporation, is dedicated to making a positive difference in the lives of residents of the Little Village community in Southwest Chicago by fostering a physically safe and healthy environment in which to live and by championing opportunities for educational advancement and economic development.

Staff Accountant

Function: Maintain accurate financial information and grants management system; responsible for day-to-day accounting and related administrative responsibilities; reports to the Chief Operating Officer and works in partnership with program directors.

This is an opportunity for a career-minded individual interested in enhancing the operating and accounting efficiency of organizations and their management systems. This position encompasses a range of activities requiring attention to detail, computer literacy, excellent oral and written communication, accounting skills, accuracy and versatility. Opportunities for expanded learning, professional growth and promotion are excellent.

Essential Duties and Responsibilities

- Prepares, records, and processes accounts payable and cash disbursements, accounts receivable and cash receipts.
- Prepares allocation tables for indirect expenses and revenue items as needed.
- Performs monthly bank reconciliations.
- Enters daily posting of accounts to the General Ledger for: Accounts Receivable; Receipts; Accounts Payable; Cash Disbursements; and Payroll.
- Reviews open invoice reports, follows up with a schedule of payments or adjustments.
- Assists with the year-end financial audit.
- Maintains required records, reports, and files in an organized manner.

Enlace Chicago
(Formerly Little Village Community Development Corporation)
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- Maintains calendar and ensures timely adherence to deadlines for reports, meeting correspondence, etc.
- Furnishes financial information for grant reporting purposes.
- Assists in the loan review process, preparation of interest schedules, payment schedules and the preparation of monthly statements for loan clients.
- Performs additional duties as assigned by the Chief Operating Officer.

Qualifications: Degree in accounting or equivalent education/experience. Prior experience in nonprofit accounting, demonstrated communication skills, and computer literacy required. Proficiency in Microsoft Office Suite and FundEZ a plus. Bilingual Spanish/English preferred.

Salary: Commensurate with education and experience.

Please email a cover letter and resume to: resumes@enlacechicago.org. In the subject header, indicate: Staff Accountant.

The position will be open until filled. Please no phone calls.

July 27, 2009