

**Job Title:** Staff Accountant  
**Location:** Hybrid, Remote and In person, 642 S Kedzie  
**Reports to:** Senior Accountant  
**Supervises:** N/A  
**Status:** Full-time exempt

### **ORGANIZATION SUMMARY**

Facing Forward to End Homelessness (Facing Forward) ends the cycle of homelessness for families and individuals by offering hope, help, and housing. Facing Forward utilizes a Housing First model, which provides permanent supportive housing to chronically homeless individuals, families, and veterans. Under this model, we first ensure that clients have a safe, stable home, and then we empower them as they lead a *forward-facing* life. By providing permanent housing and a full array of services, including case management, healthcare, referrals for substance abuse treatment, mental health issues, education, and job training, we give homeless people in Chicago the tools they need to reclaim their lives.

### **VISION**

Facing Forward is committed to empowering all individuals to envision a brighter future. We are always striving to ensure our approach is reflective of the unique paths which have led people to Facing Forward. We are committed to fostering a diverse, equitable, and inclusive environment where each member of Facing Forward is empowered to be themselves, share ideas, and contribute to the mission and vision of the organization. We believe that we are stronger together. We want to serve as a foundation and work in partnership with clients, staff, vendors, and community partners. In unity, we can work to prevent and end homelessness for our clients, to partner and guide them on their journey toward stability, health, and self-sufficiency.

### **POSITION SUMMARY**

The staff accountant performs financial transactions and administrative tasks. These functions include maintaining accounting and financial records, preparing bills, processing cash receipts, processing payroll, and delivering high-quality customer service. This position reports to the Senior Accountant and is expected to work extensively with other staff in the Finance Department and staff organization-wide.

### **ESSENTIAL JOB FUNCTIONS**

#### **Accounting (80%)**

- Ensures that each vendor/contractor has the all necessary paperwork on file, including the IRS W9 form
- Reconcile all credit card purchases to monthly statements and receipts for proper posting to the general ledger by department or grant.
- Prepares all vouchers for grants
- Reviews all rental payments

#### **Administrative (20%)**

- Assist in maintaining all financial records, including grant fiscal records and database.
- Participate actively in staff meetings
- Use email and other technologies to communicate with staff and others and to efficiently complete work assignments
- Protect the organization's value by keeping information confidential

- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks, participating in professional organizations
- Perform other duties and attend other meetings and events as assigned

## **QUALIFICATIONS**

### **Education**

- Bachelor's degree or equivalent work experience and certification

### **Experience**

- Three to four years accounting experience (non-profit experience strongly preferred)
- Accounting software experience (NetSuite or other non-profit ERP preferred)

### **Skills and Abilities**

- Knowledgeable of non-profit and fund accounting, basic bookkeeping, and financial transactions
- Familiarity with financial regulations, i.e., Generally Accepted Accounting Principles (GAAP)
- Highly \*ANALYTICAL\* and able to multitask and complete projects timely
- Excellent interpersonal skills, ability to provide a high level of customer service, and establish and maintain effective interdepartmental communications and relationships.
- Knowledge of Microsoft Office Suite and database skills

## **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, Finance Manager"**
  - (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](mailto:search@torkelsonconsulting.com)**
- Incomplete materials with only a resume will not be considered.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Work is performed remotely and in a typical office work environment.
- 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 accommodation will enable qualified individuals with disabilities to perform the position's essential functions.

## **WORK SCHEDULE AND VACCINATION STATUS**

- This is a hybrid work position, with on-site responsibilities at our two office locations as well as remote workdays. 9am-5pm attendance is required on all days.
- Attendance at meetings and events is occasionally required in the evenings and weekends.
- While we highly encourage all employees to be vaccinated against COVID-19, we do not currently require employees to be vaccinated. Instead, we employ masking and isolation protocols for all staff.

## **DIVERSITY AND EQUAL OPPORTUNITY VALUE:**

- We are committed to equal employment opportunity for all qualified applicants and all our employees without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, pregnancy, gender identity or expression, age, national origin, citizenship status, military service and/or marital or family status, order of protection, handicap, disability, or any other factor protected by law.

This description provides a summary of the major duties and responsibilities and is not an exhaustive list of the duties and responsibilities. The employee holding this position may be required to perform additional duties to meet the organization's needs.