



Accountant
Job Location
North Ave - Chicago, IL

Description

POSITION SUMMARY: The Accountant responsibilities include keeping financial records updated, preparing reports and reconciling bank statements. You will also run accounting software programs to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts. A successful accounting assistant should be familiar with all accounting procedures and have a flair for numbers.

ESSENTIAL DUTIES:

1. Provide accounting and clerical support to the accounting department.
2. Type accurately, prepare and maintain accounting documents and records.
3. Prepare bank deposits, general ledger postings and statements.
4. Reconcile accounts in a timely manner.
5. Daily enter key data of financial transactions in database.
6. Provide assistance and support to company personnel.
7. Research, track and restore accounting or documentation problems and discrepancies.
8. Inform management and compile reports/summaries on activity areas.
9. Function in accordance with established standards, procedures and applicable laws.
10. Constantly update job knowledge.
11. Assist the finance department with additional duties as needed.

CORE COMPETENCIES:

1. A commitment to the values of the organization while demonstrating good judgment, flexibility, patience and discretion when dealing with confidential and sensitive matters.
2. Excellent problem analysis and problem-solving skills.
3. Excellent verbal and written communication skills.
4. Resourceful and well organized.



5. Excellent computer, analytical and research skills. Proficient on the web and with MS Office applications (Word, Excel, PowerPoint)
6. Ethical Conduct.
7. Business Acumen
8. Decision Making

OTHER REQUIRED ABILITIES:

1. Exceptional interpersonal skills with the ability to work effectively with peers, individuals, and groups.
2. Ability to maintain accurate records and necessary paperwork.

PHYSICAL DEMANDS: The Quality Assurance Specialist must be able to successfully perform essential functions of this job, including transporting paperwork and other materials between a variety of on-site and off-site locations and preparing for activities that may require traveling to off-site locations for functions relating to auditing or compliance. She/he must be able operate a computer and other office productivity machinery, including a calculator, copier, and printer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS:

A prospective staff member must meet the following qualifications:

- Bachelor's Degree
- Demonstrated competency in working with culturally-diverse, low-income clients.
- Demonstrated proficiency in Microsoft Windows, the Microsoft Office Suite, the Internet, and general data entry.
- Must pass a pre-employment drug screen, TB Test, and background check.
- Strong leadership and communication skills.