



## Job Description: Accountant

**Status:** Full-time Exempt

**Reports to:** Director of Finance and Administration

**Currently Supervises:** N/A

**Schedule:** Mon-Fri. | 8:30am – 5pm

**Work Location:** In person.

**Salary Range:** \$56-\$60

### Our Mission

Lincoln Park Community Services (LPCS) brings communities together to empower individuals facing homelessness and poverty to secure stable housing and make sustainable life changes.

### Job Summary

Reporting to the Director of Finance and Administration, the Accountant will be responsible for supporting the accounting and financial activities of the organization. The Accountant will be collaborative, detail-oriented, organized, and be a knowledgeable professional with a strong belief in LPCS's mission

### Responsibilities

#### Financial Management and Reporting:

- Support accounting transactions and ensure accurate posting to the general ledger.
- Prepare and assist with monthly, quarterly, and annual financial closings.
- Assist with preparing monthly reconciliations for accounts payable, accounts receivable, cash accounts, and credit cards.
- Prepare budget variance analysis and financial reports, ensuring they are delivered on a timely basis.
- Assist with oversight of balance sheets, profit/loss statements, and reporting on the company's financial health.
- Conduct detailed analysis of financial data, identifying trends and variances, to support informed decision-making.

#### Compliance and Data Integrity:

- Ensure compliance with financial policies, regulations, and Generally Accepted Accounting Principles (GAAP).
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Assist with the audit of financial transactions and documents, maintaining high accuracy and detail in all aspects of accounting and financial reporting.

**Technical Skills and Software Proficiency:**

- Experience with accounting software and advanced MS Excel skills, including Vlookups and pivot tables, to prepare accurate financial reports.
- Capability to support financial closings on a periodic basis with proficiency in managing tasks and priorities.

**Communication and Collaboration:**

- Excellent verbal and written communication abilities for clear and effective reporting and collaboration.
- Ability to work well within a team, contributing to a cohesive group environment to achieve common goals.
- Serve as a champion for the mission, with an understanding of non-profit finance, including funding models, grant management, and donor reporting.

**Operational Efficiency and Ethical Standards:**

- Ensure timely bank payments and deposits.
- Strong ethical principles to ensure the confidentiality and integrity of financial data.
- Capacity to identify and resolve issues efficiently and effectively, with flexibility to adapt to changes and manage multiple tasks simultaneously.

**Qualifications**

- Bachelor's degree in accounting, Finance or relevant degree required
- 1-3 years of experience in financial management/accounting
- Experience working in the nonprofit sector preferred.
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Hands-on experience using accounting software applications; Fund EZ experience preferred.
- Advanced MS Excel skills including Vlookups and pivot tables.
- Experience with general ledger functions.
- Familiar with grants and contracts
- Excellent verbal and written communication skills
- Strong attention to detail and excellent analytical skills

- Commitment to improving the life experiences and outcomes for our neighbors experiencing homelessness.
- Interest in and ability to contribute to an environment of inclusion and belonging through experience, knowledge, and skills.

### Equal Employment Opportunity Statement

Lincoln Park Community Services (LPCS) is an equal opportunity employer. LPCS does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge will be based on merit, competence, performance, and organizational needs. Our goal is to be a diverse workforce that is representative of those we serve.

### Other Considerations

**NOTE:** *This job description is not intended to be all inclusive and employees may perform other duties as assigned.*

### Benefits

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance