



Title: Accountant

Status: Full-time Exempt Mon-Fri. 8:30am – 5pm

Reports to: Director of Finance and Administration

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

- Support accounting transactions
- Prepare budget variance analysis
- Prepare financial reports in timely basis
- Support monthly, quarterly and annual closings
- Post financial transaction to general ledger
- Assist with preparing monthly reconciliations for accounts payable, accounts receivable, cash accounts and credit cards
- Ensure timely bank payments and deposits
- Assist with oversight of balance sheets and profit/loss statements
- Assist with reporting on the company's financial health
- Assist with audit of financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Other duties as assigned

Requirements and Skills

- 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

While performing the duties of the job, the employee will have prolonged periods of sitting at a desk and working on a computer. The employee may be required to lift to 30 pounds at times. The employee must be able to access various departments of each site and partner offices as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All employees must show proof of vaccination.

Lincoln Park Community Services is an equal opportunity employer.

We do 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.