

Job Announcement: July 3, 2018

Position Title: Staff Accountant

Reports to: Chief Finance & Operations Officer; daily contact with Controller

Location: Chicago, IL

Organizational Overview: The Sargent Shriver National Center on Poverty Law provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. The Shriver Center brings together lawyers, community leaders, and allies from across the country as the nation's leading advocate for people living in poverty. We work toward a future where people living in poverty have income security, equal opportunity, and a voice in what happens in their communities.

The Shriver Center is a 501(c)3 non-profit organization with a staff of 50 based primarily in Chicago. In 2017, the Shriver Center marked its 50th anniversary and adopted a strategic plan focused on growth and organizational excellence. In the past few years, the Shriver Center's operational budget has increased significantly, from \$4.3 million in 2014 to \$7.5 million in 2018. Accompanying this growth, the Shriver Center's focus has expanded the scope and reach of its work, attaining increasing national prominence.

Commitment to Race Equity: We put race front and center in our work. We recognize that inclusion of diverse voices, perspectives, and experiences is essential to understanding and addressing complex issues in our advocacy and within our organization. To that end, we focus on issues that deeply affect the lives and social mobility of people living in poverty: economic justice, housing justice, healthcare justice, and community justice. We lead, equip, and mobilize multi-state networks to advance an anti-poverty and racial justice agenda. Through training and leadership development programs designed to foster innovation and collaboration, we strengthen core competencies of advocates across the country.

Position Overview: The Staff Accountant assists the Controller and Chief Finance & Operations Officer by supporting our day-to-day financial operations. As a key member of a three-person team, the Staff Accountant helps to manage and analyze financial information and prepare financial reports. The Staff Accountant also assists with the annual budget process, audit preparation, and reporting to the board and senior leadership. We currently use QuickBooks for financial management.

Responsibilities:

- Help to manage invoicing, receivables and payment processing, assuming responsibility for journal entries, data entry and verification activities;
- As a team member, develop, maintain and analyze budgets and variance reports;
- Assist with preparation of tax returns, ensuring compliance with payment, reporting or other tax requirements;
- Support the grants management and allocation process that drives over half of the organization's annual revenue;
- Provide staff support for management of finance operations including investments and security;

- Collaborate with key areas to assure they are well-supported by the finance area to carry out their functions and to return their anticipated financial impact;
- Communicate with staff at all levels and prepare reports to keep them apprised of financial issues affecting their area and the organization as a whole;
- Support the grant application budgeting process;
- Help analyze business operations, trends, costs, revenues and financial commitments, to project future revenues and expenses;
- Assist with developing, implementing, modifying systems to support high quality financial operations; and
- Perform other duties as assigned.

Success Factors: Familiarity with accounting in a non-profit setting, ability to attend to detail and assure accuracy, strong data entry skills, good communication and interpersonal skills, creativity and flexibility to work as a member of a team in a growing organization, commitment to excellence, and a passion for our mission and organization-wide impact.

Requirements:

- Bachelor's degree in accounting or related field;
- A minimum of one year of accounting experience, preferably with a non-for-profit;
- Advanced level Excel and QuickBooks skills; and
- Solid month-end accounting and general ledger and account reconciliation experience.

Salary/Benefits: This full-time exempt position offers a competitive annual salary and a comprehensive benefits package.

Opening/Closing Date: Open immediately, closed when filled.

Applications: Send a cover letter and résumé to Linda Shapiro at hr@povertylaw.org.

Visit www.povertylaw.org for more information about the Shriver Center.

