

FINANCE MANAGER

Northside Community Resources (NCR) has an immediate full-time employment opportunity for a Finance Manager. Candidate must be self-motivated, have a strong work ethic, be reliable and attentive to details, timelines and have great organizational skills. The Candidate must be comfortable working in a team environment or on their own at times, and willing to work at the office or remotely, depending on the office schedule.

Northside Community Resources (NCR) is a 70+yr old 501c3 nonprofit community service organization serving Rogers Park and surrounding north side communities of Chicago, including neighboring suburbs. NCR is seeking an experienced and detail-oriented individual with solid nonprofit finance, accounting, and/or bookkeeping skills to manage the agency's financial functions as its Finance Manager. This position is essential in providing financial management in several key areas, including bookkeeping, accounts payables/receivables, grants budgeting, vouchering, financial reporting, payroll processing, ensuring proper payroll tax processing through ADP, responding to payroll tax agency notices, preparing and managing annual internal audits, worker's comp audits, and preparing periodic financial reports like balance sheet and profit & loss statements. The Finance Manager will work under the direction of NCR's Executive Director and in concert with senior management in carrying out fiscal duties, responsibilities and finance related functions which are an integral part of the fiscal and fiduciary responsibilities to the agency's Board of Directors, Funders, Donors, and government agencies.

JOB TITLE: FINANCE MANAGER

The Finance Manager's primary responsibilities will include:

- All accounting functions including – accounts payable, accounts receivable, electronic banking, monthly bank, credit card, and PayPal reconciliations, close month-end books.
- Preparing the agency's annual budget and monitoring revenue streams and expenditures to ensure adherence to agency and program budgets.
- Preparing financial statements for review by the Executive Director and Board of Directors.
- Preparing and managing the agency's annual audit(s) and grant related fiscal audit(s).
- Preparing and managing payroll processing and employee retirement benefit program in collaboration with ADP payroll processing company.
- Preparing and submitting grant program budgets, monthly financial reports and monthly vouchers/invoices for reimbursements from grant funders.
- Managing the collecting of bi-monthly timesheets from staff and managing PTO accruals and balances.
- Responding to municipal, state, and federal grant funders, vendors, and gov't payroll tax notices.
- Other duties as assigned by the Executive Director.

Qualifications & Experience Requirements:

- Degree in Finance or Accounting or related field, or equivalent experience; CPA certification is a plus.
- Minimum 2 years of accounting experience, including general ledger work, and detailed budget processes.
- Minimum 2 years of experience in nonprofit grants financial management, cost allocations, indirect cost allocations, grant vouchering, and monitoring budgets to departments and tracking of expenses.
- Minimum 2 years of experience in QuickBooks and Microsoft Office, specifically Excel, Word, SharePoint, Teams.
- Great attention to detail, ability to manage multiple projects and respond to deadlines in a timely manner.
- Excellent team player who likes working in a fluid, fast paced environment with the ability to be flexible and adjust to changing organizational needs/priorities.
- Proven participation and ability to work collaboratively with internal team members and management staff for the purposes of achieving agency related goals/objectives.

Job Type: Full-time Exempt position (minimum 40hrs/wk)

Salary Range: \$75k/yr to \$85k/yr plus benefits. Commensurate with experience.

Work Location: On site at organization's office in the Rogers Park neighborhood of Chicago.

Any special requirements for applicants: *Passing a background check is a requirement. Valid driver's license may be required.*

Interested parties can apply for this position by: Submitting a resume and three (3) professional references to NCR's Executive Director at chris@northsidecr.org

NCR is dedicated to promoting equal opportunity employment. NCR is committed to providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, or any other characteristic protected by federal, state, or local law. If you are interested in applying for employment with NCR and need special assistance or an accommodation to apply for a position or engage in any testing or the interview process, please email chris@northsidecr.org with your request. Determinations on requests for reasonable accommodation are made on a case-by-case basis.