

Finance Director

Do you have experience in financial record keeping and interested in a part time position? **The Arc of IL is looking for a Part Time Finance Director that will be responsible for all financial record keeping.** This position will report to the Executive Director.

This position is based in Mokena, IL

Company Overview:

The Arc of Illinois advocates for people with intellectual and developmental disabilities, families and community organizations to ensure that people with disabilities can live, work, learn, and play in communities across the state. The Arc offers resources and information, supports families in their individual advocacy efforts and trains and educates people with disabilities, families and professionals among other things.

Responsibilities:

The Finance Director will maintain the general ledger and associated financial record of The Arc of IL as well as the responsibilities below:

- Proactively maintains highly organized filing system, files invoices, processes payroll via Paychex, reimbursements and other financial records
- Keeps accurate records in QuickBooks
- Codes and processes all accounts payable and prepares/send payments to ensure bill payment
- Processes employee reimbursements in an accurate and timely manner; ensures that all expenditures are appropriately categorized
- Coordinate with contract payroll provider on monthly retirement account contributions and ensures all payments are processed with employee retirement plans
- Collects membership dues, donations, registrations and other payments and ensures that all deposits are appropriately categorized in QuickBooks
- Reconciles bank accounts and credit card statements and provides reports to Executive Director and Treasurer monthly; keeps clear records of all account activity and alerts Executive Director of any discrepancies or essential actions immediately
- Prepares financial reports for the Finance Committee and Board of Directors
- Work closely with contract accounting firms to provide all necessary financial data for annual audit
- Coordinate activities of billing, payroll and financial reporting cycle to ensure accurate and timely financial statements
- Prepares annual budget in partnership with Executive Director
- Staffs the Board Finance Committee
- Work with Director of Development with grant proposal budget development and monthly reporting
- Assist in development and implementation of systems and procedures as needed
- Assist with special projects and research as requested
- Perform all other duties as assigned by the Executive Director

Requirements:

- Associate Degree (AA/AS) or equivalent experience of education and experience
- 3+ years of related experience

Skills and Abilities:

- Advanced proficiency in Quickbooks a must
- Non profit/restricted account experience preferred
- Proficiency in Windows operating systems, Microsoft Outlook, Excel, Google Docs, and Internet Explorer
- Excellent verbal and written communication skills
- Strong organizational, problem solving, and analytical skills; ability to manage priorities and workflow
- Strong mathematical skills
- Strong interpersonal skills
- Ability to deal effectively with a diversity of individuals at all organizational levels
- Good Judgement, with the ability to make timely, sound decisions
- Understanding of and commitment to The Arc of IL's mission

To apply: Please email all resumes and cover letters to HR@thearcofil.org

Equal Opportunity Employer: disability/veteran

Keywords: Bookkeeping, Finance, Quickbooks, Payroll, Account Management