



JOB DESCRIPTION – STAFF ACCOUNTANT

EverThrive Illinois works to achieve reproductive justice in the health care ecosystem through community-driven partnership, policy action, and systems change. We envision a just and affirming health care ecosystem where individuals, families, and communities can thrive. Our work is rooted in our core values of reproductive justice, anti-racism, centering the most impacted, and bold and transformative action.

The Staff Accountant will support the Deputy Director of Operations and Finance in carrying out the financial responsibilities for EverThrive Illinois. The Staff Accountant will work on Accounts Receivable/Payable, financial reporting, payroll and benefits coordination, government and corporate grant revenue tracking and reporting, assist in organizational budget development, and ensure compliance with general accounting principals and internal controls. The Staff Accountant will report to the Deputy Director of Operations and Finance.

RESPONSIBILITIES

- Maintain the general ledger and ensure financial transactions are accurately recorded and reconciled.
- Process and track accounts receivables and payables
- Prepare financial statements, reports, and supporting documentation.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) and relevant regulations. Maintain accounting controls and update policies and procedures as needed.
- Assist with budget preparation, monitoring, and analysis.
- Assist with state and federal tax preparation and filing and quarterly payroll filings.
- Prepare for and assist with audits.
- Reconcile cash receipts and multiple bank accounts.
- Prepare deposits for bank and make deposits
- Support month and year-end financial close processes.
- Analyze operating budgets and identify potential issues or challenges through the year
- Calculate and allocate indirect costs to active grants by class in QuickBooks.
- Grant Compliance:
 - Ensure compliance with grant regulations and donor restrictions.
 - Work with Development and Program Teams to prepare financial materials for contracts
 - Support budget creation, budget projections and analysis of expenses for government and foundation grants
 - Create invoices in QuickBooks for all new grant awards and amortize grant revenue over the life of the grant as appropriate
 - Summarize and track year-to-date government, foundation and corporate grant revenue and expenditures to ensure expenditures are spent within the allotted timeframe and provide updates to program staff on grant expenditures
 - Compile and submit monthly grant government financial reports
 - Compile quarterly departmental profit & loss reports

QUALIFICATIONS

- A Bachelor's degree in Finance/Accounting and a minimum of 3 years of accounting/financial management experience
- Experience working with government and foundation grants and contracts preferred
- Preferably non-profit accounting experience
- Ability to organize and multi-task
- Strong interpersonal skills; ability to interact at all levels of the organization; as well as an understanding of organizational dynamics
- Experience with Microsoft Office and QuickBooks
- Strong written and verbal communication skills

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TALENTS AND COMPETENCIES

- Shows initiative and accountability
- Shows ownership and sound judgement in decision-making, including others in process as appropriate
- Resolves problems in early stages
- Presents data effectively
- Demonstrates accuracy, thoroughness, and commitment to excellence
- Reacts well under pressure

EverThrive Illinois is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. **The salary range for this position is \$65,000 to \$68,000 based on experience and qualifications.**

Excellent benefits include comprehensive health and disability insurance, paid parental leave, paid sabbatical after five years of employment, and generous paid time off including the week of July Fourth and the week off between December 25 and New Year's Day. New employees qualify for insurance benefits the first of the month after date of hire. This is a hybrid position but will require residence in the Chicagoland area based on the duties of this role. The EverThrive Illinois office is located in the Chicago South Loop, and an in-office schedule will be set with the Deputy Director of Operations and Finance. [Learn more about our organizational culture and benefits here.](#)

Please send a resume and cover letter to resume@everthriveil.org. Subject Line: Staff Accountant. No phone calls please.