

**OAI Headquarters**

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**OAI Chicago Southland**

214 Forest Blvd. - Park Forest, IL 60466  
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## JOB DESCRIPTION

**Position Title:** Senior Accountant

**Position Category:** Non-Exempt

**Department:** Operations

**Reports to:** Controller

**Job Summary:**

The Senior Accountant will assist the Controller in key functions including monthly closing, budgeting and financial reporting

**Responsibilities:**

- Responsible for external audit including preparation of all schedules for the annual audit. Work with external auditors in the annual tax filing of 990's
- Responsible for funder/government audits
- Prepare all Journal entries including entries for prepaid expenses, insurance etc.
- Account reconciliations for all balance sheet accounts on a monthly basis. Investigate and correct errors
- Responsible for booking all month-end and year-end closing entries
- Maintain Fixed Asset records, including but not limited to depreciation and other schedules
- Conduct annual inventory of Fixed Assets to update our books including accounting for missing and obsolete items
- Deposits and posts payments in the company's accounting system and follow up on outstanding balances
- Troubleshoot and problem solve accounting variances
- Work with staff and other departments to gather appropriate source documents for recording adjusting or reclassification entries
- Identify opportunities to streamline processes to increase timeliness, efficiency, and improve the accuracy of financial reporting
- Responsible for contract billing to all funders and the necessary entries in the books
- Prepare monthly budget versus actuals statements for various cost centers for the departmental finance meetings
- Work closely with Controller to create annual budget and indirect cost rate proposal
- Acts as a backup for processing of Accounts Payable, Payroll, American Express, Expensify and 401(k)
- Run various reports from FUND-EZ
- Perform timely and accurate invoicing and documentation for funders on a monthly and/or quarterly basis
- Other duties as assigned

**Qualifications:**

- Four-year undergraduate degree in Finance or Accounting
- Knowledge of not-for-profit accounting required
- Minimum 3 years of related experience
- Experience using FUND-EZ software preferred
- Spreadsheet expertise in Microsoft Excel
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- Knowledge of Accrual Accounting, Federal, State and County Funding, Uniform Guidance, GAAP and A-133 audits
- Proven ability to meet daily, weekly and monthly deadlines
- Good organizational and time management skills
- Good interpersonal and communication skills
- Ability to work independently and as part of a team
- Ability to maintain confidentiality and discretion
- Ability to handle stress and work well under pressure and with minimal supervision
- Ability to develop and maintain trust by holding oneself and others to high ethical standards
- Ability to assess multiple priorities and manage time appropriately
- Ability to take ownership and drive project/issues to completion