

INSTITUTE FOR NONVIOLENCE CHICAGO

POSITION TITLE: Accounting Clerk

REPORTS TO: Director of Finance

The Institute for Nonviolence Chicago's mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using for major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

POSITION OVERVIEW:

The Accounting Clerk performs a variety of accounting functions including general and subsidiary ledger maintenance, preparation of supporting analyses, and financial records.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

1. Reconciles bank statements, prepares daily deposits, and determines proper cost centers and account classifications.
2. Performs recordkeeping functions that require simple bookkeeping and statistical knowledge.
3. Analyzes charges, properly codes information for computer entry and enters data.
4. Responsible for petty cash disbursements, including controlling stamp sales and cashing approved vouchers and checks, and preparing regular documentation of checks and balances.
5. Audits and prepares invoices to clients and government agencies, maintaining all related records.
6. Types monthly financial statements, reports, letters and other materials.
7. Opens and prepares incoming mail for distribution.
8. Participates in assembly data for special projects.



9. Performs other clerical duties as assigned.

QUALIFICATIONS:

High school diploma, including training in typing and bookkeeping, and one year of experience. Familiarity with automated accounting systems. Ability to deal with people. Ability to work effectively with diverse individuals and groups. Proficient computer skills, especially in Excel and Word.

SALARY/BENEFITS:

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with INVC requires proof of vaccination or an approved medical exemption.

To apply, please send a cover letter along with your resume to [hiring@nonviolencechicago.org](mailto: hiring@nonviolencechicago.org).

Institute for Nonviolence Chicago -- EEO Statement

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.