

INSTITUTE FOR NONVIOLENCE CHICAGO

Title: Accounting Clerk

Reports to: Assistant Budget Director

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

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.

To apply, please send a cover letter along with your resume to birgettaw@nonviolencechicago.org

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