



## Job Description for Accounting Coordinator

**Division:** Finance

**Department:** Finance

**Reports to:** Contracts & Finance Compliance Manager

**Supervises:** None

**Classification:** Non-exempt

**Last Revised:** 12/9/2015

**After School Matters** is a nonprofit organization that offers Chicago public high school teens high quality, out-of-school-time opportunities to explore and develop their talents, while gaining critical skills for work, college, and beyond. Our hands-on, project-based arts, science, sports, technology, and communications programs are delivered at Chicago public high schools, at community locations throughout the city, and downtown at Gallery 37 Center for the Arts.

### Summary of Position:

The Accounting Coordinator supports the efficient operation of the After School Matters Finance Department by assisting with a wide range of administrative and accounting functions. This will primarily consist of accounts payable functions including processing of invoices, distribution of checks, employee reimbursement requests, and verifying account coding. In addition, the Accounting Coordinator will also provide financial analysis as required.

### Major Duties and Responsibilities:

- Assist with the review, coding and approval for all account payables.
- Maintain account payable filing system, as well as contract payable files and worksheets
- Process invoices in a timely manner
- Maintain vendor information in financial database
- Research and resolve account payable issues
- Assist with reconciling account payables to vendor statements and sub-ledger
- Match checks to invoices for distributing, mailing and filing invoices
- Assist with preparing deposits
- Assist reconciling contributions with the development department
- Provide financial analysis as required to support other staff members
- Prepare audit work papers as needed
- Assist with maintaining all files, both electronic and hard copy format
- Provide general office administrative duties
- Work cooperatively and jointly to provide quality customer service
- Other duties as assigned

### Supervisory Responsibilities:

- None

### Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit for long periods of time.

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is not exposed to weather conditions.
- The noise level in the work environment is usually moderate.

### Knowledge, Skills and Abilities:

- Basic knowledge of accounting principles
- Ability to organize and prioritize in order to meet strict deadlines
- Ability to problem solve and trouble-shoot quickly
- Demonstrate attention to detail
- Intermediate Excel skills with proficiency in other Microsoft Office suite of products
- Experience with financial accounting software, preferred
- Proven problem-solving abilities
- Effective communication skills with an emphasis on customer service and the ability to collaborate with ASM staff and management
- Demonstrates professionalism at all times through phone and in-person interactions, and through written correspondence including email.
- A commitment to maintain strict confidentiality

### Qualifications:

- Candidate must meet one of two scenarios:
  - Bachelor's Degree in Accounting, Business or related field and 1 year experience preferred
  - Associate's Degree in Accounting, Business or related field and minimum 2 years of experience required
- Chicago residency required

### How to Apply:

Send a Cover Letter and Resume to [careers@afterschoolmatters.org](mailto:careers@afterschoolmatters.org)

### EEO:

*After School Matters is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.*