

Position Title: Accounting and Database Specialist (full-time, non-exempt)

Reports to: Financial Consultant

Pay Range: \$59,000 – \$63,000, commensurate with experience

Benefits: HMO, Dental, Vision, and Life Insurance fully covered. Generous holiday schedule and paid time off.

Location: Hybrid, with two to three days onsite per week

ORGANIZATIONAL BACKGROUND

Resilience is an independent, nonprofit organization dedicated to the healing and empowerment of sexual assault survivors through nonjudgmental crisis intervention counseling, individual and group trauma therapy, and medical and legal advocacy in the greater Chicago metropolitan area. Resilience provides public education and institutional advocacy in order to improve the treatment of sexual assault survivors and to effect positive change in policies and public attitudes toward sexual assault. Established in 1974, Resilience serves over 2,000 survivors of sexual violence and their loved ones annually. Resilience has a main office in downtown Chicago, a community-based office in Austin, and several co-locations within partner organizations across the city.

GENERAL ROLE DESCRIPTION

The Accounting and Database Specialist is responsible for supporting day-to-day accounting and finance operations, including accounts payable, accounts receivable, contract compliance, and reporting requirements. This position will be responsible for timely and accurate data entry into the customer relations management (CRM) system. This position will also support our advancement efforts through a variety of reports to help ensure we are reaching our fundraising goals. The position will also provide some administrative support.

RESPONSIBILITIES

Finance

- Oversee expense reports and credit card accounts, including coding, payment, and reconciliation, and ensure all supporting documentation and approvals have been obtained
- Maintain vendor files and oversee vendor tax information
- Prepare accounts receivable billing for grants and services using QuickBooks Online
- Review invoices for accuracy and timely recording, approval, and payment in compliance with policies and procedures; reconcile and research discrepancies and past-due amounts
- Record autopay transactions and manage supporting documentation
- Prepare deposits for the bank; code and prepare journal entries into the accounting system
- Review multiple banking transactions and update the accounting system for cash transactions daily
- Download and file monthly bank statements
- Assist with grant recording, timely reporting and billing, and contract compliance
- Assist the Finance Consultant with internal and external financial reports and statements, including monthly, quarterly, and annual accounting closing process
- Assist the Finance Consultant in preparing for the annual audit

Customer Relations Management (CRM)

- Perform timely entries of donations into the database, ensuring the accuracy and integrity of data
- Maintain existing database records, including updating contact information and purging duplicate records
- Reconcile gift records in the database with finance records in QuickBooks Online
- Prepare, analyze, and interpret a variety of reports regarding fundraising outcomes, trends, and forecasts; provide standardized reporting monthly, as well as quarterly and annual reports as needed
- Manage peer-to-peer and Facebook fundraisers reporting in CRM
- Manage quarterly give/get reports for the Board of Directors and the Associate Board (AB)

- Work closely with the AB Treasurer, and create and manage AB events and fundraisers in CRM
- Assist the Director of Administration and Technology with the administration and migration of the CRM, and assist with staff training as needed

Advancement

- Provide assistance as needed, including preparing financial information for grants
- Pull data from various sites to document donations received and perform monthly reconciliations
- Assist with processing sponsorships, ticket sales, and donations for fundraising events
- Create and manage registration for Sexual Assault Awareness Month (SAAM) events
- Work with members of the Advancement Team as needed to ensure all interactions with donors are properly documented and acknowledged

Administrative Support

- Organize and maintain all financial records, reports, and files, both hardcopies and digital documents, labeled and stored appropriately
- Provide some administrative support for the Executive Director and other Leadership Team members
- Provide some administrative and logistical support for agency meetings
- Assist with the administration of Resilience's insurance and secure certificates of insurance as needed
- Provide backup coverage for phone calls (answering, screening, and directing); forward voicemails from the general mailbox to the appropriate staff member; respond to routine phone inquiries
- Assist with handling incoming and outgoing mail
- Greet and direct visitors and clients as requested
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Perform other duties as assigned to further the reputation and financial stability of Resilience

POSITION REQUIREMENTS

- Minimum of five years of experience in accounting/bookkeeping
- Accounts payable, reporting, and budgeting experience required
- Expertise in Microsoft Office applications and QuickBooks Online required
- Expertise in database and CRM systems required
- Experience with Amplifund and Department of Family and Support Services billing is strongly preferred Minimum BA/BS (or equivalent) in a related field preferred
- Understanding of information technology systems preferred
- Must be able to meet deadlines, produce error-free work, and manage multiple tasks
- Excellent time management and prioritization skills
- Results-focused, highly organized self-starter
- Strong analytical and organizational skills

ORGANIZATIONAL REQUIREMENTS

- Exceptional executive functioning skills and emotional intelligence
- Adaptability, conscientiousness, and reliability
- Excellent verbal and written communication skills
- Ability to give and receive honest, constructive feedback
- Ability to take initiative and work independently, as well as in a team environment that includes cross-department coordination
- Ability to protect individual and organizational confidentiality
- Attend staff meetings and trainings, in-person, and hybrid, as scheduled or requested



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- Flexibility to work occasional evening and weekend hours
- Completion of 40-hour sexual assault training within 90 days of hire
- Passion for Resilience's mission required; understanding of and/or experience working with sexual assault, women's issues, and human rights issues preferred

HYBRID WORK ENVIRONMENT

To help promote work-life balance, Resilience provides a hybrid workplace that allows employees to work remotely or from the office, based on the needs of the organization and their personal preferences.

BACKGROUND CHECK REQUIREMENTS

Because of the nature of our funding, all staff, interns, and volunteers are required to clear a criminal background check, free of convictions related to 1) any sex offense, and 2) any offense in which the victim is, by statute, a youth, including but not limited to, child abuse and child endangerment.

Additional background checks vary by position and are required for work with Chicago Public Schools, Cook County Health and Hospitals System, and for work with survivors who are incarcerated. Those who do not pass these requirements are not eligible for employment.

ENVIRONMENTAL/ PHYSICAL

If you are offered employment with Resilience, please take one of the following steps to meet the requirements.

Prior to or on your first date of employment, you will be required to provide proof of your COVID-19 vaccination to the Human Resources Department.

You will receive directions on how and when to provide proof of your COVID-19 vaccination. Acceptable proof of vaccination includes:

- CDC COVID-19 vaccination record card
- Documentation of vaccination from a health care provider or electronic record
- A copy of medical records documenting the vaccination
- A copy of immunization records from public health Not sure this is still needed.

Possible exposure to vicarious trauma Potential for exposure to environmental and/or psychological hazards on or offsite at select partner locations

Physical requirements may include (extended or periodic) walking, bending, reaching, sitting, and lifting

Persons of color and LGBTQ+ persons are encouraged to apply. Resilience is an equal opportunity employer and does not discriminate based on race, age, sex, gender identity, gender expression, national origin, sexual orientation, or disability in its procedures and policies.

To apply, please send your cover letter and resume to:

Jessica Hamer, Director of Human Resources jobs@ourresilience.org

Include the title of the position and your last name in the subject line. Please note that applications without cover letters will not be considered. No phone calls, please.