



Staff Accountant

Reports directly to the Finance Officer and the Executive Director for certain tasks, special requests, and projects

Position Summary:

The Staff Accountant is responsible for managing the organization's accounting cycle, with particular emphasis on accounts payable and accounts receivable, general ledger maintenance, and nonprofit financial compliance. This position ensures accurate financial reporting in accordance with nonprofit accounting standards, maintains internal controls, and supports the organization's mission through sound fiscal management. The Staff Accountant works closely with the Finance Officer and program leadership to support financial operations, grant financial reporting, and audit readiness.

Essential Functions and Responsibilities:

The duties and responsibilities of the **Staff Accountant** include the following:

- Maintain accurate general ledger accounts through timely recording, reconciliation, and analysis of all financial transactions
- Work with the Finance Officer to conduct monthly reconciliations of bank, savings, petty cash, and credit card accounts, jointly reviewing for accuracy and resolving any discrepancies
- Assist with month-end and year-end close processes, including journal entries, accruals, prepayments, adjusting entries, and schedules
- Assist with the budget development process and budget vs. actual variance analysis for budget forecasting
- Support implementation of accounting system improvements and participate in financial policy and procedure documentation
- Supports Finance Officer with annual audit coordination, preparation of audit schedules, and organizing documentation for auditor review
- Monitor grant budgets and communicate spending status to program managers on an ongoing basis
- Track and manage multiple federal and non-federal grant spending with detailed expense tracking for grant billing
- Prepare grant billing and reimbursement requests in accordance with funder requirements and deadlines, ensuring compliance with grant terms, allowable costs, and documentation requirements
- Maintain accurate cost allocation schedules and comprehensive expense tracking reports by allocating shared costs across multiple programs and funding sources
- Maintain organized financial files and documentation to ensure audit trail compliance and readiness
- Process and manage the full accounts payable cycle, including invoice verification, coding, approval routing, and timely payment processing
- Work closely with Housing Program Managers to coordinate monthly rent payments to Landlords for housing programs, including collecting and verifying Landlord payment information, processing timely disbursements, maintaining detailed payment records, and resolving any payment-related issues or landlord communications
- Maintain vendor database including setup, maintenance, W-9 collection, periodic reviews, and account updates and ensure compliance with payment terms and maintain positive vendor relationships
- Investigate, analyze, and resolve issues with payments and vendors
- Collaborate with internal management team on bill payments and requests and to resolve any payment issues
- Prepare and file annual 1099 tax forms in compliance with IRS requirements
- Monitor weekly cash flow and coordinate with Finance Officer on cash management needs
- Act as a backup for payroll processing in absence of Finance Officer
- Performs other duties as assigned....

Staff Accountant

Professionalism and Work Conduct:

- Behaves with integrity, demonstrates high ethical standards, and displays a positive image for Of Color, Inc.
 - Exercises sound judgment and ethical decision-making, and maintains strict confidentiality of financial, organizational, client, and personnel information
 - Maintains appropriate professional boundaries with clients, staff, vendors, funders, and community partners and represents the organization with professionalism in both internal and external communications
 - Demonstrates strong accountability for work quality, results, and meeting established deadlines, following through on commitments, and communicates proactively if unable to meet deadlines
 - Reports to work, meetings, training, and job-related activities on time, and as scheduled.
 - Completes assigned tasks thoroughly and accurately without requiring excessive supervision
 - Takes ownership of any errors, learns from them, and implements corrective actions
 - Communicates clearly, respectfully, and professionally at all times in both written and verbal interactions
 - Works collaboratively with colleagues across departments to achieve organizational goals, supporting a positive and inclusive work environment through actions and attitude
 - Demonstrates openness and respect for cultural and socioeconomic characteristics of clients and coworkers and understands and actively supports the agency's commitment to cultural proficiency and equity
 - Embraces change and adapts positively to new processes, technologies, and organizational priorities
 - Remains open to new ideas, alternative approaches, and innovative problem-solving methods
 - Accepts feedback and ideas from others and is constructive when giving feedback.

Education /Job Experience/Certification:

- Bachelor's degree in finance, accounting, business, or social science.
- Professional certification in finance is a plus.
- 3 – 5 years of experience in a similar job function is **required**, with proficiency in full-cycle accounting functions.
- Nonprofit accounting experience strongly preferred

Essential Skills:

- Strong understanding of full-cycle accounting, general ledger maintenance, and accounts payable/receivable processes and internal controls
- Critical thinking skills to evaluate financial information and support decision-making
- Proficiency in accounting software (QuickBooks online) and ability to learn new software systems quickly and efficiently
- Excellent written and verbal communication skills
- Exceptional organizational skills with ability to manage multiple priorities and competing deadlines
- Strong attention to detail and accuracy in all work products with meticulous attention to detail in data entry, reconciliations, and financial reporting
- Team-oriented mindset with ability to work effectively across departments
- Strong problem-solving and planning abilities
- Capacity to gather, interpret, and analyze financial data from various sources to support informed decision-making and organizational success
- Strong presentation and training skills to help staff understand financial policies, procedures, and accounting principles

COMPENSATION

- Commensurate with experience
- Excellent benefits including health, dental, and vision insurance, sick and vacation time, and retirement plan

Position Status: Exempt

Location: Hybrid

Salary Grade: 5

Created: November 14, 2025

Work Environment: This position may require direct contact with clients in the community and with employers/business partners throughout Chicago and its surrounding suburban communities.

The employer is committed to complying with the Americans with Disabilities Act (ADA). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Name:

Date: