

# VACANCY ANNOUNCEMENT

**Organization: The Youth Job Center of Evanston, Inc.**

**Location: 1114 Church Street, Evanston, IL 60201**

**Title: Business Manager**

**Type: Part-Time (20-25 hours per week)**

Well established nonprofit agency seeks highly professional and experienced individual to perform all fiscal and accounting functions in accordance with generally accepted accounting principles. Individuals must have prior experience working for nonprofit or community based organizations.

## **Primary Duties and Responsibilities**

- Daily management of all accounting activities related to cash receipts and disbursements.
- Maintains internal financial controls and system of accounts.
- Prepares monthly and year-end financial and supporting statements.
- Prepares financial forecasting reports.
- Responsible for monthly bank reconciliations.
- Responsible for payroll and 1099's; Works closely with payroll service to ensure accuracy. Responsible for administration of employee benefit programs.
- Maintains agency insurance programs, including general liability, workers compensation and officer/director liability coverage.
- Attends quarterly board meetings
- Prepares monthly, quarterly and year-end financial reports and vouchers for funding agencies.
- Prepares budgets and other financial information for funding proposals
- Prepares monthly vouchering for city, state and federal agency grants
- Assists certified public accounting firm with year-end audit.
- Provides any other financial information as requested by Executive Director and Board of Directors.
- Oversight and maintenance of CMS (Client Management System)
- Oversight of facilities management
- Other duties as assigned.

## **QUALIFICATIONS:**

- Bachelor's degree in Accounting/Business Administration with a minimum of five to seven years of experience specifically in fiscal operations management, prior experience working with **nonprofit and small businesses strongly preferred.**
- Must possess strong ability to effectively present information to top management, public groups, and Board of Directors.
- Ability to multitask and prioritize. Ability to define and troubleshoot problems, collects data, establish facts, and draw valid conclusions.
- **Computer Skills:** To perform this job successfully, an individual should have extensive knowledge of QuickBooks; Microsoft Word; Excel; Internet Explorer; and project management software.