

**Job Description**  
**Accounting Associate**



Acclivus, Inc. is a community health organization, focusing on the health and well-being of individuals living in Chicago's most vulnerable neighborhoods. Acclivus uses an intentional social network to serve vulnerable individuals, primarily those from communities that are disproportionately impacted by compounding barriers to health and success. Acclivus provides resources and support to assist a person with personal and professional growth. The goal is for each person to thrive as they overcome social challenges that may include, but are not limited to: chronic exposure to violence and trauma, poverty, a criminal

background, disproportionately high rates of serious health conditions, and limited formal education. In partnership with the Jane Addams Center for Social Policy and Research, Acclivus provides programs and services to address trauma, decrease health disparities, reduce incarceration, enhance educational opportunities, and increase employment options for individuals and their communities.

Our mission: To support the success of Chicago area vulnerable individuals, primarily those who are disproportionately impacted by compounding barriers to success, and who have been disconnected from mainstream culture and the associated benefits therein. Resources and assistance are made available through crisis intervention, mitigating traumatic impact of negative life events, mobilizing social capital, community organizing campaigns, and advocacy.

Our vision: To provide all individuals the opportunity to reach their full human potential regardless of their past misdeeds, disappointments, or challenges influenced by internal and external causes.

**JOB DESCRIPTION**

**Accounting Associate**

**Position:** The Accounting Associate will perform a variety of general clerical financial related activities required to support the Finance Department of Acclivus Inc. The Accounting Associate will be responsible for ensuring that documents required for the timely submission of customer reimbursement invoices are retrieved, stored and maintained for use by the finance reporting and reimbursement staff. The Accounting Associate reports to the Senior Accounting Manager.

**Responsibilities include, without limitation:**

**Accounting Associate**

- Maintain accounting software infrastructure for expense classification by grant, specifically managing up-to-date listing of grants and vendors
- Classify financial transactions daily by grant, class, and natural classification within accounting software
- Prepare financial reports upon management request and at contractually required intervals
- Review grants and contracts financial terms and conditions and collaborate with team to ensure timely submission of required documents
- Assist with coordination and preparation of monthly/quarterly invoices
- Analyze financial data as needed
- Participant in ensuring adherence to and documentation of standard operating procedures and accounting methodologies in collaboration with executive leadership
- Other duties as assigned

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**Qualifications:** Applicants must have a bachelor's degree in accounting, finance, or equivalent. Accounting or Finance previous experience, in particular within non-profit sector, is desirable. A working knowledge of Microsoft Office (i.e. Word, Excel, PowerPoint) with strong proficiency in Excel is necessary. Working knowledge of QuickBooks accounting software is desirable. Must have good communication skills (both written and verbal,) and must be able to use a computer with proficiency for daily tasks such as sending emails and creating documents. Requires a high degree of accuracy during data entry and worksheets totals validation.

Applicants must have a good understanding of the role of service provision in addressing issues of poverty and social justice as well as familiarity with the demographics and geographic makeup of low-income communities and neighborhoods in Chicago and suburban Cook County. Fluency in a second language is a plus. Flexibility and ability to work occasional evenings and weekends are essential.

**Salary:** \$60,000 annual salary