



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

Position: Accounting Manager

Summary:

Accounting Manager is responsible for supporting day-to-day accounting operations as a member of the Acclivus Finance Team, including analyzing complex financial records, preparing financial statements, classifying transactions, performing account reconciliations, ensuring compliance with accounting standards, and providing insights to management to improve financial stability and decision-making within a company. Key duties include without limitation supporting month-end close processes, reviewing journal entries, investigating accounting discrepancies, and assisting with audit preparations. Accounting Manager reports to the Senior Accounting Manager and Chief Operating Officer.

Duties and Responsibilities:

- Account Reconciliation: support reconciliation of bank statements, accounts receivable, and accounts payable to identify discrepancies and ensure accuracy. Support maintenance of accounting software infrastructure for expense classification by grant, including updating grants and vendors.
- Financial Reporting: Prepare accurate and timely financial statements, including balance sheets, income statements, and cash flow statements. Prepare financial reports upon management request and at contractually required intervals. Support coordination and preparation of monthly/quarterly invoices.
- Journal Entry Review: Review and approve journal entries prepared by junior staff to maintain proper accounting records.
- Month-End Close: Support the month-end close process, including preparing adjusting entries and completing necessary reconciliations.
- Budgeting and Forecasting: Assist in developing annual budgets and quarterly forecasts, monitoring actual performance against budget and identifying variances.
- Audit Support: Prepare supporting documentation and assist external auditors during the audit process.
- Compliance: Stay updated on accounting regulations and ensure compliance with relevant laws and standards. Review grants and contracts financial terms and conditions and collaborate with leadership to ensure that processes and procedures appropriately accommodate necessary complexity. Participate in ensuring adherence to and documentation of standard operating procedures and accounting methodologies in collaboration with executive leadership, including oversight of subgrantees.
- Financial Analysis: Analyze financial data to identify trends, potential issues, and provide insights to management.
- Other duties as assigned.

Required Skills and Qualifications:

- Bachelor's degree in Accounting or Finance
- Strong understanding of Generally Accepted Accounting Principles (GAAP)
- Advanced proficiency in Microsoft Excel and accounting software
- Excellent analytical and problem-solving skills
- Strong attention to detail and accuracy
- Experience with financial reporting and analysis
- Proven leadership and supervisory abilities
- Working knowledge of QuickBooks accounting software is desirable.
- 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.
- Flexibility and ability to work occasional evenings and weekends are essential.

Salary: \$80,500 annually

Benefits: Comprehensive, competitive benefits package includes: Health insurance; 401(k); Paid time off; Vision insurance; Dental insurance; Life insurance; Paid holidays