



**JOB POSTING**  
**Temporary Accountant**  
**Administration**  
**(Internal and External)**

For over 50 years, Legal Aid Chicago has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our attorneys, volunteers, and staff help resolve civil legal problems, including domestic violence, consumer fraud, and unfair evictions.

**Position:** Legal Aid Chicago's Finance Team is responsible for all aspects of the financial management of the organization, and supports all strategic and programmatic matters as they relate to accounting, payroll, budget management, fiscal/grant compliance and oversight, and financial analysis and forecasting. Legal Aid Chicago seeks a six-month, full-time Temporary Accountant to assist with monthly financial and accounting processes in support of the organization's provision of legal services to our clients.

**Responsibilities:**

- Analyze balance sheet and expense accounts to prepare and enter recurring and adjusting journal entries
- Gather supporting documentation for creation of journal entries for payroll, fringe benefits, recurring and adjusting entries
- Verify month end ledger balances with supporting documentation
- Prepare monthly financial statements
- Assist with team preparations for migration to new Accounting software system, including chart of accounts review and clean-up, fund mapping, and system integrations
- Assist with Account Payable activities as requested
- Process grant billings/vouchers; Assist with grant budgets; preparing all documentation for financial aspects of grant contracts
- Assist with bank reconciliations
- Such other duties as are reasonably related to the function of the temporary accountant position as may be assigned from time to time by the CFO

**Qualifications:**

- Bachelor's degree in Accounting preferred.
- At least two years' work experience in Accounting. General ledger account knowledge, financial analysis, month-end close, and reconciliation experience.
- Knowledge of finance and accounting including Generally Accepted Accounting Principles.
- Ability to prioritize, meet deadlines, and process transactions accurately.
- Ability to self-motivate, work collaboratively, and communicate effectively. Excellent analytical, problem-solving, planning, organizational, and project management skills.
- Ability to handle confidential information in a professional manner.
- Prior experience working in a non-profit organization is a plus, as is prior system experience with Blackbaud FE and Blackbaud e-Tapestry. Solid knowledge of Word and Excel is required.

**Salary:** Commensurate with experience.

**To Apply:** Send your cover letter, resume, and the contact information of two professional references to: [resume@legalaidchicago.org](mailto:resume@legalaidchicago.org). Please place "**Temporary Accountant**" in the subject line of your e-mail. Applications will be reviewed on a rolling basis, and the position will remain open until filled. No phone or agency calls, please.

*Legal Aid Chicago is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.*