JOB POSTING
Comptroller
Administration (Finance)
(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. The Comptroller, reporting directly to the Chief Financial Officer (CFO), has primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the organization. This includes grant compliance and administration, accounts payables, accounts receivable, general ledger, and the implementation and enforcement of internal controls. The Comptroller will directly supervise the accounting staff, partner with the CFO on budgeting and policy development, and will ensure integrity of all financial transactions and reporting.

Responsibilities:

- Directly supervise two Staff Accountants and one Accounting Assistant.
- Oversee the organization’s accounting processes, ensuring accuracy in and integrity of all financial activities.
- Ensure that effective internal controls are in place and that the organization remains in full compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
- Prepare timely financial statements, both for the organization as a whole and for individual grants and projects.
- Manage key accounting functions, including accounts payable and accounts receivable, the general ledger, bank reconciliation process, grant cost allocations, and the payroll interface to the financial system.
- Ensure prompt and accurate month-end and year-end close processes.
- Analyze balance sheet and expense accounts and oversee the preparation and entry of recurring and adjusting journal entries.
- Work closely with the CFO in preparation for and responsiveness to queries and document requests from the organization’s Independent Public Accountants relating to audits of the consolidated financial statements, single audit report for federal awards, 403(b) plan audit, and Form 990 preparation and submission.
- Assist in the development and the continuous evaluation of short and long-term strategic financial objectives.
- In partnership with CFO, develop budgets and forecasts for both the organization and individual grant budget submissions.
- Develop, update, and implement finance and accounting policies and procedures.
- Ensure timely submission of grant billings and vouchers, including the preparation of documentation for financial aspects of grant contracts.
- Manage team members, setting priorities, monitoring workflow, providing mentoring and leadership to staff while ensuring accountability for outcomes.
- Such other duties as are reasonably related to the function of the Comptroller as may be assigned from time to time by the CFO.

Qualifications:

- Bachelor’s degree in Accounting, Finance, Business Administration, or a related field. MBA and/or CPA designation preferred.
- A minimum of seven (7) years of experience in accounting, at least two (2) of which are at a senior accountant or supervisory level, preferably in the non-profit sector.
- Strong working knowledge of GAAP and fund accounting principles.
- Working knowledge of relevant regulations and requirements to satisfactorily comply with government and grantee regulations and reporting requirements for financial activities, including the Code of Federal Regulations and OMB Uniform Guidance.
- Excellent analytical, problem-solving, and project management skills.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization.
- Demonstrated experience directly managing, developing, and mentoring staff.
- Ability to self-motivate, prioritize, and meet deadlines while working collaboratively.
- Ability to handle confidential information in a professional manner.
- High level of integrity and dependability, with a results-orientated focus.
- Prior experience working in a non-profit organization is a plus, as is prior system experience with Blackbaud Financial Edge software. Solid working knowledge of the Microsoft Office suite, particularly Microsoft Excel, is required.

Salary: Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including low-cost employer-paid health plan options, employer-provided group life and long-term disability insurance, fitness center access, generous paid time off, and much more.

To Apply: Send your cover letter, resume, and the contact information of two professional references to: resume@legalaidchicago.org. Please place “Comptroller” 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.