JOB POSTING
Junior Accountant
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. Legal Aid Chicago was founded on the philosophy that all individuals are entitled to quality civil legal representation, regardless of their income. We work to ensure that poverty is not an impediment to justice by dismantling the legal barriers that perpetuate inequality. Legal Aid Chicago staff live our mission through our core values of equity, excellence, inclusion, kindness, and respect.

Position: Under direct supervision of the Comptroller, the Junior Accountant will perform accounting duties, which may include: Accounts payable processing, bank reconciliations, journal entry preparation, and other general ledger accounting and analysis. Responsibilities will also include grant billings and reconciliations, and the maintenance of grant records.

Responsibilities:

Accounting and Reporting
• Prepare monthly journal entries, as assigned.
• Prepare account reconciliations to ensure accurate reporting.
• Prepare monthly investment account reconciliations and prepare associated journal entries.
• Backup payroll and accounts payable activities when needed.
• Maintain fixed asset depreciation schedule.
• Perform other accounting or analysis duties as assigned by the Comptroller or Chief Financial Officer.

Grants Management
• Track financial reporting requirements for assigned grants.
• Ensure accurate financial reporting and grant compliance. Prepare grant billings as required.
• Prepare journal entries to record grant activities to the general ledger.
• Prepare grant reports and distribute to internal program managers.
• Download timekeeping data and accurately allocate time to appropriate funding sources.
• Maintain organized documentation for assigned grants on shared drive.

Qualifications:
• Bachelor’s degree required.
• General ledger account knowledge, month-end close, and reconciliation experience is required. Grant management experience is a plus.
• Ability to prioritize, meet deadlines, and process transactions accurately.
• Excellent analytical and problem-solving skills; detail oriented.
• Ability to self-motivate and work well as part of a team toward common objectives.
• Ability to handle confidential information in a professional manner.
• At least two years’ work experience in Accounting.
• Prior experience working in a non-profit organization is a plus, as is prior system experience with Blackbaud Financial Edge accounting software.
• Proficient in MS Office products; solid knowledge of Word and 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 “Junior 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 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.