



POSITION DESCRIPTION

Job Title: Director of Accounting

Reports to: Chief Executive Officer

Department: Accounting

Classification: Full-time Exempt

Date: January 2024

ORGANIZATION SUMMARY

Claretian Associates builds community within the culturally diverse neighborhood of South Chicago by working with community leaders, residents, and organizations to provide affordable housing and related services for low-and-moderate income people, builds resident-based leadership, and serves as a catalyst in creating innovative solutions to improve the quality of life.

Since 1991, Claretian Associates have built a network of relationships and activities that have affirmed our faith in the future of South Chicago. Continuing our housing programs and wrap-around services in a targeted 12-block area, we have created a total of 137 affordable homes and apartments, and we work with other neighborhood stakeholders to undertake community development projects and services that continue to enrich the lives of the Southeast Chicago area.

POSITION SUMMARY

The Director of Accounting manages the finances for Claretian Associates and its approximately 100 rental properties, open spaces/vacant lots/parks and various grant-supported programs. Responsible for day-to-day accounting function as well as long-range financial planning.

MAJOR RESPONSIBILITIES

- Complete month-end/year-end close process to deliver timely and accurate GAAP financial statements and related analysis for all programs and properties.
- Lead, manage and mentor accounting staff.
- Establish, maintain, and enforce appropriate internal controls and processes/procedures.
- Initiate and/or supervise bank and general ledger account reconciliations.
- Serve as main fiscal contact for all grants (government, etc), creating and submitting timely cash reimbursement vouchers, monitoring payments and creating required ongoing financial reports.
- Assist with preparation of program budgets for specific funding proposals; monitor financial compliance for all grants received.
- Oversee payroll process; ensure accurate and timely payments.
- Monitor cash flow to ensure availability of funds.
- Serve as liaison to Finance Committee; develops agendas, prepares minutes, and advises

management and Board of Directors regarding financial matters.

- Assist with development and monitoring of annual budget.
- Monitor financial performance against budget, communicating significant variances to management; facilitate steps to address these variances.
- Lead annual audit process and liaison with contracted audit firm.
- Serve as an additional liaison with banks and lenders to ensure that financial activities and reports comply with applicable terms and conditions.
- Maintain required professional knowledge and job skill
- Perform other duties as assigned.

PERFORMANCE MEASURES

- Maintenance of positive cash flow and cash position.
- Accurate and timely bill payments, timely collection of AR, and financial reporting.
- Duties carried out in accordance with agency requirements and U.S. GAAP.
- Accounting records and reports organized and easily accessible to management.
- Demonstrated knowledge of general accounting principles and practices.

QUALIFICATIONS

- Bachelor's degree in accounting, finance or related field, CPA preferred.
- Minimum of 5 years accounting experience, preferably in non-profit environment.
- Strong knowledge base of U.S. GAAP; internal controls and accounting procedures and principles.
- Excellent organizational skills, with high level of attention to detail and deadlines
- Demonstrated proficiency with Microsoft Office products; experience with QuickBooks.
- Strong oral and written communication skills; ability to communicate effectively and professionally at all levels.
- Works well in a fast-paced environment.
- Demonstrated technical proficiency with Microsoft Excel and knowledge of QuickBooks

COMPENSATION

- Salary range \$85,000 - \$90,000 commensurate with experience
- Includes medical, dental, vision, vacation, and other benefits.

TO APPLY:

Submit cover letter and resume to: careers@claretianassociates.org