



Job Title: Accounting Clerk
Reports To: Finance Director
FLSA Status: Hourly
Status: Part-Time – 20 to 25 hours per week
Hourly Rate: \$20.00 to \$25.00 per hour based on experience
Location: 1922 N. Pulaski Road, Chicago 60639
Schedule: Monday through Friday – 9:00 a.m. to 2:00 p.m.
Schedule subject to change based on office needs.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Organization Mission:

SCH's Mission is to build generational wealth through housing counseling, financial education, and advocacy, by connecting low-to-moderate income households to resources that create housing stability, homeownership, and economic mobility.

Organization Summary:

SCH has two locations to serve the North and South sides of Chicago and serves over 10,000 clients per year. SCH is a local and national leader in the housing counseling sector and continues to innovate its service delivery and expands its target market presence. We deliver quality programs and compassionate service to all residents in need.

Position Summary:

The accounting clerk will provide support and work in collaboration with the Finance Director and Finance team. This position requires strong organizational skills and an ability to prioritize as well as multi-task.

Responsibilities:

- Opening accounting mail. Collecting invoices, date stamping.
- Maintain bill received report monthly and review with Finance Director any missing bills.
- Entering bills and invoices into the accounting system according to budget allocation.
- Updating vendor information.
- Assisting with obtaining check approval and signing.
- Mailing vendor checks.
- Assist with gathering back-up for credit card purchases and monthly bills.
- Assist with maintaining the vendor password and username list needed to pull the monthly billing.
- Assist with bank deposit as needed and submit to accountant for recording
- Maintain all bank account records, reconciliation, bank cards, correspondence etc.
- Maintain all cash receipt records.

- Assist with obtaining the payment coding from the development department for grants awards, sponsorship, etc.
- Maintains all grant files, with contract, financial and program information.
- File approved journals monthly
- Assist with program audits
- Assist with entering annual operating budget
- Other duties assigned

Qualifications:

- Associate’s degree in related field. Two years of experience working in office or accounting environment preferred.
- Computer literate and technologically proficient. Proficiency in Microsoft Office Suite (Excel, Word, Power Point).
- Some account system experience preferred.
- Ability to work in a fast-paced environment, manage a large caseload and prioritize work accordingly.
- Highly organized and motivated.
- Excellent written and verbal communication skills.
- Must be dependable and follow instructions by Management direction.
- Must have strong sense of accountability; takes responsibility for own actions.
- Maintains required job skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
- Staff members are expected to present a professional, businesslike image to all clients, visitors, and the public. Business attire required.
- Work as part of a team and provide input and leadership towards program improvements.
- Mandatory participation in Saturday events hosted by or employer and/or affiliates of sponsoring agencies.
- Must be dependable, dedicated, and flexible about working some evening and/or weekend hours.
- Perform other job duties as assigned.

Compensation:

Compensation is \$20.00 to \$25.00 per hour. Part-Time, 20 to 25 hours per week.

Physical Demands and Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand, walk; sit; reach with hands and arms balance, stoop, kneel or crouch.
- The workplace is a smoke and drug free environment.

SCH is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SCH does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual

orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. SCH is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

To Apply:

Visit: <https://www.sc4housing.org/careers>