

# THE RESURRECTION PROJECT

## Job Description



<b>Position Title</b>	Senior Staff Accountant
<b>Supervisory Relationship</b>	Comptroller
<b>Work Location</b>	1801 South Ashland, Chicago, IL 60608
<b>Organization General Description</b>	After 27 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$469 million in community investment.
<b>Division Purpose</b>	The Finance and Accounting division oversees TRP's operating, investment, and building funds; develops cash management strategies; and provides accurate and timely financial reporting so each division may effectively manage their respective programs. This division also prepares all financial reports needed for Vice Presidents, CEO, CFO, COO, Board of Directors, and stakeholders.
<b>General Job Description</b>	The Senior Staff Accountant is primarily responsible for providing accurate and timely financial management of TRP's Operating and Asset Management accounts. The Senior Staff Accountant is also responsible for working with other divisions, staff, and leadership to further the overall mission of the organization.
<b>Job Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Supervises Staff Accountants and accounting administration.</li><li>• Insures internal controls and structure of information is compliant.</li><li>• Prepares and enters monthly financial activity for the organization, including all funds utilizing the appropriate accounting software.</li><li>• Prepares accurate financial statements for TRP and its affiliates within the fifth (Asset Management) and tenth (Operations) business day.</li><li>• Produces error-free accounting reports and presents results.</li><li>• Reviews all assigned invoices for payment including monthly rents, mortgages, and interest payments for accuracy, authorized approval, and appropriate backup documentation.</li><li>• Reviews weekly accounts payable checks for all related accounts utilizing the appropriate accounting software; verifies cash flow before processing check runs.</li><li>• Reviews monthly vouchers and accounts receivable invoices, check requests, deposits and adjustment entries.</li><li>• Prepares, maintains, and reconciles accrual schedules for all Operations accounts.</li><li>• Prepares the information requested by auditors for their fieldwork.</li><li>• Prepares bank reconciliations on a monthly basis for all accounts.</li><li>• Assists with the preparation of TRP's monthly financial statements.</li><li>• Coordinates and assists in the preparation of the annual report.</li><li>• Maintains a documented system of accounting policies and procedures.</li><li>• Maintains required job skills and core professional competencies.</li><li>• Attends and participates in required organizational programs and staff meetings.</li><li>• Other duties as assigned by the Comptroller, Vice Presidents, CEO, CFO, and COO.</li></ul>
<b>Performance Measures</b>	<ul style="list-style-type: none"><li>• Accurate and timely preparation of monthly financial update entries for the entire organization by the tenth business day of each month.</li><li>• Accurate and timely quarterly reconciliation of financial statement account balances with corresponding schedules.</li><li>• Accurate and timely monthly coding of government contract vouchers and accounts receivable</li></ul>

# THE RESURRECTION PROJECT

## Job Description



invoices.

- In-depth understanding of Generally Accepted Accounting Principles.
- Awareness of business trends.
- Accuracy and attention to detail.

### Essential Knowledge and Skills

- Bachelor's degree in Accounting is the minimum educational requirement. Master's degree preferred.
- CPA preferred.
- Minimum five years' general ledger accounting-related work experience preferred, with a nonprofit organization and property management a plus.
- Strong analytical skills required. Well organized and detail oriented.
- Bilingual in English/Spanish strongly preferred.
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic, and racial/ethnic backgrounds.
- Excellent written and oral communication skills.
- Knowledge of Word, Excel, Cognos, Concur, Boston Post, MIP accounting programs and the internet preferred.

### Special Working Conditions and Demands

1. Ability to meet time restricted deadlines.
2. Must be able to work some evenings and weekends. Extended hours during audit time.
3. Ability to travel within city and sometimes out of state.
4. Must be able to work independently and efficiently with little supervision.

### Position Classification

Full-Time, Exempt

### Preparation Date

7/28/17

### Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

### Application Instructions

Please send resume and cover letter by email or mail. No phone calls please.

### Contact Information

Email: [trpjobs@resurrectionproject.org](mailto:trpjobs@resurrectionproject.org)

Mail: Human Resources, 1818 South Paulina, Chicago, IL 60608