



Position Description

Accounting Manager – Financial Reporting

Public Health Institute of Metropolitan Chicago (PHIMC) seeks a full-time and energetic individual to prepare financial statements for emerging not-for-profits sponsored by PHIMC and to process PHIMC and subcontractor vouchers and invoices for The State of Illinois and for multiple foundation grants.

This position works closely with the Illinois Department of Public Health, Illinois Department of Human Services, The Illinois Department of Higher Education, City of Chicago Department of Public Health, subcontractors and subject matter experts to process documentation necessary for grant reimbursement, ensuring compliance with contract, budget and with the State of Illinois' PROVIDE software requirements.

PHIMC responds to critical health challenges by improving public health capacity and enhancing health care systems. Through program implementation, organizational development, and fiscal management, PHIMC leads efforts to strengthen the public health infrastructure in Illinois. PHIMC partners with public health departments and other government agencies, community-based organizations and advocacy groups, academic and grant-making institutions, and health care providers and associations.

PHIMC promotes equity in all its work, and is committed to addressing systemic factors that perpetuate discrimination and injustice, particularly based on race, class, and gender. All PHIMC staff are expected to support these values.

Primary responsibilities of the Accounting Manager include the following:

Accounts Payable Analyst -Supervision:

- Assume ownership for accurate coding and allocation of all organizational expenses
- Supervise the maintenance of an organized electronic filing system for vendor payables and all of the organizations vendor contracts.
- Ensure that payables are accurately reported in the aging report
- Ensure that prepaid, compensated absences and accrued expenses are recorded in compliance with GAAP

Accounts Receivable:

- Prepare all required internal and external invoices and reports for State, City of Chicago and other miscellaneous grants as assigned.
- Process sub-contractor vouchers and prepare lead agency vouchers for reimbursement as assigned.
- Review grant supporting documentation for completion
- Coordinate all activity for agency funding sources for annual reconciliations, reporting, and grant closeout
- Review monthly collections to ensure receivables are not aged more than 120 days
- Communicate with funders regarding outstanding receivables
- Ensure that receivables are accurately reported in the aging report

General Ledger:

- Reconcile all bank accounts before the 10th of the following month.
- Maintain Fixed Assets and monthly depreciation
- Maintain all sources required to provide reports and funding requests, including multiple grant web portals necessary for uploading quarterly reports and funding requests
- Correspond with sub-contractors and program directors and respond to all inquiries
- Maintain files and documentation thoroughly and accurately in accordance with company policy and accepted documentation standards
- Assist in month end close by completing assigned tasks no later than the 15th of each month.
- Provide supporting documentation for audits
- Reconcile various accounts by identifying errors in posting or omissions
- Generate periodic journal entries (JE) associated with funding reconciliations and required adjustments which include source documents, detailed calculation work papers and approval by Controller of all changes greater than \$500.
- Receive, research, and resolve routine internal and external inquiries concerning account status; communicate the resolution of discrepancies to appropriate persons
- Perform other duties as required to support accounting department
- Ensure compliance with budget, allocation, contract and GAAP for assigned grants and programs.
- Verify that all invoices are recorded in their proper account code or accrued by the 20th of each month.
- Provide monthly Statement of Financial Position, Statement of Activities, and Budget to Actual, Cash Flow statements for each assigned program to the Controller no later than the 20th of each month.
- Understand each program and the funding for each program.
- Schedule monthly financial status meetings with program managers and directors to present
 - financial statements
 - budget to actual reports with variance analysis

Knowledge, Skills, and Abilities:

- Comfortable with software, able to dive in and learn all program features without formal training
- Strong analytical background, excellent oral and written communication skills, and a drive to learn and understand all the company's operations.
- Willing to engage with management and staff to ensure organization is effective at its mission and efficient in its operations
- Comfortable working on a team with both finance and non-finance staff
- Able to manage multiple projects
- Adhoc Financial Reporting and other Finance supporting duties as needed

Education and Experience:

- Minimum of Bachelor's degree in accounting from an accredited college or university.
- Experience in a complex nonprofit with multiple service programs is a plus
- Experience using Provide Enterprise preferred
- Experience using various CRM platforms preferred
- Skilled in the Microsoft Office Suite
- Knowledge of QuickBooks and Sage Intacct Software

Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability or veteran status. PHIMC encourages applications from women, people of color, individuals with disabilities, and lesbian, gay, bisexual, transgender, and gender non-confirming individuals.

Salary Range: \$65,000 - \$75,000

Benefits: 100% employee coverage for health, dental, vision, short and long-term disability. Also, a 403B employer match.

Address cover letters to Hiring Committee and email with a resume to jobs@phimc.org with "Accounting Manager" in the subject line. No phone inquiries will be accepted.