Have accounting experience or an accounting degree? Looking for a challenging career where you can help make families safer and unite others to end domestic violence? The Illinois Coalition Against Domestic Violence (ICADV) is seeking a Fiscal Officer (FO). This position not only oversees the finances of the organization, it also provides resources and support to over 50 local domestic violence victims’ service organizations throughout Illinois, helping them provide the highest quality, victim-centered services to survivors of domestic violence and their children while adhering to government grant guidelines and requirements. Your accounting expertise is a way to contribute to making communities safer and will have a statewide impact at ICADV. Come join our team!

We are currently seeking a qualified candidate who will be executing a wide range of responsibilities include bookkeeping, accounting, grants management, and financial reporting. These activities include:

- Managing organizational finances which are composed of many federal and state government grants, private foundation grants, membership dues and contributions;
- Developing and ensuring adherence to complex agency, project, and government grant budgets, and maintaining related accurate segregated accounting records;
- Maintaining general ledger of the organization and preparing organizational financial statements;
- Preparing for and coordinating for the annual independent audit and related annual filings;
- Processing payroll and maintaining human resource records for employees;
- Completing and filing grants reporting;
- Ensuring adherence to agency fiscal policies and complex federal and state government funding source requirements;
- Implementing Generally Accepted Accounting Principles (GAAP);
- Preparing financial reports for the CEO and board of directors; and
- Completing other financial and organizational duties.

Applicants must have some accounting experience and an understanding of GAAP. An accounting degree, CPA, and/or not for profit accounting experience preferred but not required. Exceptional organizational and time management skills are a must for a successful applicant. Apply online at [ICADV’s website](http://www.ilcadv.org), email cover letter and resume to conlon@ilcadv.org, or mail to 806 S. College, Springfield, IL 62704 Attn: Sarah. ICADV is an equal opportunity employer and strives to achieve diversity among its staff which represents the diversity of the programs and individuals which it serves. Successful applicants must be able to thrive in a fast paced, cooperative, nonsmoking, feminist environment. ICADV is a statewide not for profit membership organization working to make Illinois safer through advocating for improved policy, training professionals and providing technical assistance to increase domestic violence victim safety and perpetrator accountability. The salary range for this position is $55K-$63K and is negotiated based on applicable experience. FO is a full time, exempt position receiving a generous benefits package including health insurance including dental and vision coverage, short term disability, life insurance, SIMPLE IRA with employer contribution, generous paid time off, and flexibility in work schedule.
Illinois Coalition Against Domestic Violence
Job Description

Job Title: FISCAL OFFICER
Classification: EXEMPT
Supervisor: EXECUTIVE DIRECTOR

Work Performed/Position Responsibilities:
• Maintain bookkeeping and accounting records of the administrative office. Includes general ledger, vouchering, accounts payable, accounts receivable, check preparation, payroll, tax records including W-2s and 1099s, reports, disbursements, fiscal reports, match funds records in accordance with establishing bookkeeping principles and the rules and regulations of the appropriate funding source.
• Prepare financial reports and related materials for the Finance Committee and Board of Directors.
• Manage all payroll functions and employee benefit packages including executing function of staff liaison to insurance and benefit vendors, and ensuring adherence to all state and federal standards are adhered to. Manage organizational cash flow and forecasting.
• Maintain accounting for special and/or grant projects in adherence to grant specified requirements.
• Maintain all related voucher control files, contract files, and other fiscal files.
• Prepare materials for annual independent audit and annual state and federal tax reports, including coordination of activities with external auditing firm.
• Prepare bank deposits and reconciliations.
• Process worker compensation claims and maintain other employee benefits package records.
• Ensure execution of organizational fiscal policies.
• Ensure compliance with funder requirements on grant disbursements.
• Perform other duties as necessary or assigned by the Executive Director.

Knowledge Requirements:
• Comprehensive understanding of domestic violence.
• Knowledge of the Illinois Coalition Against Domestic Violence or similar nonprofit organization.
• Thorough knowledge of not for profit organization budgeting, fund accounting and fiscal requirements.
• In depth knowledge of US Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards Board (FASB) regulations, with experience in procedures and practices based in strong past experience or related education.
• Understanding of implementation and maintenance of an adequate internal controls environment.
• Working knowledge of human resource standards.

Skills Requirements:
• Excellent oral and written communication skills which demonstrates a commitment to professionalism.
• Excellent organizational skills.
• High degree of initiative, follow through and attention to detail essential.
• Strong analytical and problem-solving skills.
• Ability to understand and interpret complex rules and regulations.
• Ability to manage multiple projects simultaneously.
• Appropriate conflict resolution methods which lead to positive solutions.
• Comprehensive knowledge of Microsoft Excel spreadsheets and Intuit Quickbooks, or other comparable bookkeeping system.
• Basic understanding of word processing software and Adobe Acrobat software applications.

Physical Requirements:
• Occasional lifting of light boxes may be requested.
• Ability to drive oneself or secure reliable transportation to reach all areas of Illinois.

Special Demands:
• Willingness and ability to travel with occasional overnight stays.
• Must be able to secure reliable transportation, including driver’s license and proof of insurance if necessary when travel is required.
• Ability to work in fast-paced, non-smoking, feminist-centered environment.
• Ability to work cooperatively with a variety of people as well as independently with minimal supervision.

Sources:
• The Fiscal Officer takes direction from, reports to, and is evaluated by the Chief Executive Officer/Executive Director.
• The Fiscal Officer conducts financial management activities in conjunction with the Chief Operations Officer and contractual Certified Public Accountant.

Accountability:
• The Fiscal Officer is responsible for the maintenance of all fiscal records for the organization.
• The Fiscal Officer is responsible for the implementation of agency fiscal policies and government requirements of not for profits.
• The Fiscal Officer, in conjunction with the Executive Director and Chief Operations Officer, is responsible for ensuring grant compliance for a budget totaling over $23 million.
• The Fiscal Officer is responsible for appropriate disbursement and management of annual budget of $23 million using Generally Accepted Accounting Principles.

ICADV is an equal opportunity employer.

Revised: July 2019