



Are you a self-starter who enjoys a combination of hands-on and strategic work and who can work independently in leading the financial operations of an organization? Are you outgoing and friendly with experience in the nonprofit setting? Are you looking for a Part Time position?

Located in Mokena, The Arc of IL is looking for a Part Time Finance Director to join the team.

Hours: up to 20-25 hours per week; specific office hours TBA

About the Organization:

The Arc of Illinois advocates for people with Intellectual and/or Developmental Disabilities to live, learn, work, and play in the community. All employees of The Arc must believe in this mission and are dedicated to providing everyone opportunities to live a good life. **To learn more, please visit our website at www.thearcofil.org.**

Position Summary:

Reporting to the Executive Director, the Finance Director is responsible for all financial record keeping and oversees all general accounting functions and financial reporting. The Finance Director establishes appropriate internal controls necessary to ensure accurate accumulation and reporting of financial data, and prepares materially accurate and timely financial reports.

Responsibilities:

- Oversees all finance transactions including payroll, payables, receivables, and general journal entries, ensuring accuracy and timeliness.
- Maintains the general ledger and associated financial records of the organization; prepares monthly account reconciliations, including bank reconciliations; prepares monthly financial statements and variance analysis.
- Plans and coordinates the annual budget process and tracks actual performance against the budget.
- Works closely with the Program Directors and Director of Development on the creation and tracking of program and grant budgets; assists with the monthly grant reporting as needed.
- Acts as point of contact in all fiscal-related audits and tax filings; assists in various funder and regulatory audits as needed.
- Develops and documents business processes and accounting policies to maintain and strengthen internal controls.
- Processes all accounts payable; prepares and sends payments; maintains vendor records; prepares annual 1099 filings.

- Administers payroll via PayChex; collaborates with HR to ensure appropriate deductions and withholdings; processes employee expense reimbursements through PayChex; remits 403b contributions to plan administrator.
- Collects membership dues, donations, registrations and other payments and ensures that all deposits are appropriately categorized in QuickBooks; monitors accounts receivable and follows up as appropriate.
- Staffs the Board Finance Committee; prepares appropriate financial reports for the Finance Committee and Board of Directors.
- Assists with special projects and performs other duties as assigned by the Executive Director.

Requirements:

- Advanced proficiency in QuickBooks Online a must.
- Associate degree in accounting or finance required; Bachelor's degree preferred. 3-5 years of non-profit experience or equivalent combination of education and experience.
- Non-profit/ fund accounting experience a must.
- Familiarity with federal and state grant accounting and compliance a must.
- Additional proficiency in Windows operating systems, Microsoft Outlook, Excel, Google Docs
- Excellent verbal and written communication skills.
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow.
- Strong interpersonal skills.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment, with the ability to make timely and sound decisions.
- Understanding of and commitment to The Arc of Illinois's mission.

The Arc of IL is an equal opportunity employer.

If you are interested in applying for this role, please send your resume and cover letter to HR@thearcofil.org.