

Northwestern Illinois Center for Independent Living
Job Description – Bookkeeper

This is an exempt and at-will employment position.

Position Parameters:

This position is supervised by the Executive Director. Approved travel expenses are reimbursed and benefits are provided according to NICIL's current Personnel Policy manual

General Statement of Duties:

The Bookkeeper provides support to the Executive Director and the Finance Committee of NICIL's Board of Directors related to the fiscal management of NICIL and is responsible for all bookkeeping and general office management duties of the organization, as listed below.

Position Overall Responsibilities:

Fiscal

Responsible for preparation, administration and maintenance of all NICIL financial processes to include:

- Banking
- Financial records (Income Statement, Balance Sheet, Profit and Loss Ledger, SAMS Report, monthly Expenditure Report, Board Financial Statement and Board Treasurer's Report)
- Travel reimbursements
- Accounts payable and receivable
- Monthly expenditure reports
- Payroll
- Insurance (monitor all staff health, life and dental benefits to assure that requests are processed and discontinued as appropriate)
- W2 and all tax-related forms
- Staff IRA paperwork, insuring match of employee contributions

Reporting

- In conjunction with the Executive Director, develop continuation grants and modifications/amendments as needed
- Prepare financial reports for NICIL Board of Directors
- Prepare all requested and/or required information and reports for annual financial audit

Administrative

- Attend finance committee meetings as requested by Executive Director and/or Board of Directors
- Attends monthly one on one Performance Meeting

Human Resources

- Responsible for fiscal section of new employee orientation
- Processes all background checks for staff, volunteers, Personal Assistance candidates and Board of Directors members

Inventory

- Maintain complete and orderly office files for both inventory and supply replacement purposes
- Maintains a database of current equipment and inventory records for the annual audit, which will include date of item(s) date received, condition, date of disposal (as appropriate) with annual update

Outreach

- Market NICIL
- Active participant in NICIL's fundraising efforts

Other duties as assigned to fulfill the mission of NICIL. Please note that reporting needs based on DHS-DRS Project Officers may be added without advanced notice.

Travel

Travel for this position is a rare occasion. In the event of any travel for this position:

- Travel is a regular requirement for this position which may include within the NICIL five (5) county service area or outside our service area
- Occasional overnight travel is involved for training or meetings
- Travel reimbursement at approved rate is per our Personnel Policies

Specific Duties:

Daily

- Enter any holidays to all employees *On the Clock*
- Maintain calendar daily on Outlook
- Prepare all upcoming meetings
- Check Vendor Payment on Illinois Comptroller Website
- Check DHS Providers Contract for any upcoming Deposits
- Secure all employees files when not in use
- Check Profit and Loss Report for any discrepancy
- Answer e-mails within 24 hours
- Work with Executive Director to complete duties as assigned

Other duties may be assigned based on NICIL or team needs or priority assignments

As needed

- Attend Board of Directors meeting as requested
- Help with fundraising preparation and implementation
- Setting up specialized billing or financial records
 - Independent Living Program

- Personal Assistant Program
- Community Reintegration
- Grants
- Special projects/agency projects

Other duties may be assigned based on NICIL or team needs or priority assignments

Weekly

- Weekly Accounts Payable
- Weekly Deposits
 - Now Account
 - Corporation Account
 - Grant Account
- Complete weekly PARS requirement

Other duties may be assigned based on NICIL or team needs or priority assignments

Bi- Weekly

- Process signed and dated payroll sheet from each employee
 - Due no later than 8:30am on Monday morning following the close of payroll week (every other Monday)
 - Notify Executive Director of those missing by required time
- Email for approval of time sheet from Executive Director to Board President
- Print approved time sheet via e-mail
- Enter hourly/salary for each employee
- Submit to Intuit Payroll System
- Pay Illinois withholding Taxes
- Pay Federal withholding Taxes
- Print all required documents
- Journal Entries for Payroll Adjustment
- Edit expenses for Payroll Fees
- Check each Grant Reports to make sure payroll is cost allocated

Other duties may be assigned based on NICIL or team needs or priority assignments

Monthly

- Generate Grant Reports
- Complete MERS & SAMS Report to DHS Project Manager
- Journal Entries for Grant Receivable
- Complete and submit Financial Report to Board
- Assist with Inventory of Supplies/Place Supplies Order if needed
- Print monthly Outlook calendar
- Submit monthly travel expense report
- Complete Bank Reconciliation
- Meet with Executive Director for Fiscal Meeting

- Attend Team Meetings
- Attend Department Meetings (as needed)
- Attend In-Housing Training

Other duties may be assigned based on NICIL or team needs or priority assignments

Quarterly

- Participate in the quarterly performance/file review
- Generate Worksheet & submit reports for outside NICIL grants
- Generate 704 Quarterly Report & submit reports
- Generate Department Quarterly Report if needed
- Complete Quarterly Taxes Requirements & submit reports
- Budget Modification/Amendment
- Quarterly Certification Time & Effort Report
- Pay Unemployment Taxes

Other duties may be assigned based on NICIL or team needs or priority assignments

Annually

- Help with annual fundraising activities
- Annual 704 Report
- Final Reconciliation & submit reconciliation
- Annual December to submit new FY Budget to the NICIL Board
- Prepare for annual audit with CPA firm
- Annual Performance Review with Executive Director
- Annual personnel forms requirement

Other duties may be assigned based on NICIL or team needs or priority assignments

New projects

- Assigned annually based on NICIL Strategic Plan needs

Other duties may be assigned based on NICIL or team needs or priority assignments

Schedule of Activities = 80/20 total of 25 hours per week

Financial Reporting-internal	60%	(Approximately 15 hours)
HR and payroll	20%	(Approximately 5 hours)
State financial reporting	20%	(Approximately 5 hours)

Times and percentages are approximate; it will vary based on reporting, state reporting requirements, year-end reporting, budgeting, and Board documentation.

Minimum Qualifications:

- Associates degree in bookkeeping and/or accounting or a two-year degree with a minimum of three (3) years prior bookkeeping experience
- Excellent knowledge of Quick Books Premier for Not for Profit and Grant funding

- Working knowledge of Excel programs
- Experience working with state and federal grants
- An aptitude for skilled organization and paying attention to details
- Self-starter, able to work independently without direct supervision
- Ability to problem solve in financial issues
- Able to prioritize duties to meet deadlines
- Ability to manage staff, when necessary
- Willingness to travel for professional development training, if required
- Must pass a criminal background check

Special Consideration given to candidates with:

- In-depth knowledge of disability rights and issues
- Personal experience with a disability and/or working with persons with disabilities
- Keen understanding of the Independent Living Philosophy and a vision for seeing it for all persons in our communities

Other Requirements:

- Valid Illinois driver's license or State of Illinois ID
- Reliable transportation available daily
- Current automobile insurance with minimum of \$100,000 per person, \$300,000 all persons and \$50,000 property damage policy
- Successful completion of a background check

Operational Responsibility:

- Lift up to 50 pounds unassisted
- Possess experience in public speaking
- Must be able to operate computers
- Must have a valid Driver License or State of Illinois ID
- Must be willing to work weekends, evenings and holidays
- Must be able to travel
- Must be able to stand/walk/sit, stoop, kneel, crouch for over 2/3 of working hours
- Must communicate effectively and provide high level of customer service
- Must be able to work independently and with team
- Must have constant reliable transportation available at all times
- Must be able to work overtime as assigned
- Lesson/Daily Planning for Classroom
- Repetitive motions required: arms, hands and fingers
- Must become a mandated reporter under Abused and Neglected Child Reporting Act
- Perform duties assigned for other programs and service delivery by NICIL
- Perform housekeeping as assigned
- Will be cross trained in all programs and be able to cover all NICIL programs and services as assigned

Position requirements may change as legislation or regulation impact NICIL's contract.

Benefits:

Employee benefits are available to all permanent NICIL team members. Benefits differ for full- and part-time staff; a specific list of benefits is available to invited candidates during the hiring process

Position range from \$13.00 to \$17.00 per year based on experience and qualifications.

NICIL is an EQUAL OPPORTUNITY EMPLOYER that recruits and hires qualified candidates without regard to race, religion, sex, sex orientation, age, national origin, ancestry, citizenship, disability or veteran status.

Updated: 11-2014

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