



Illinois Public Health Institute Position Description: Staff Accountant

The Illinois Public Health Institute (IPHI) is seeking an experienced, resourceful, and team-oriented staff accountant to support the Finance Manager, CFAO and program staff in carrying out accounting and financial duties. The staff accountant assists, supports, and maintains the bookkeeping and accounting functions of the agency. Key areas of responsibility are accounts payable, accounts receivable, billing, reconciliations, and assistance with cost allocation analysis, grants, and contract administration, audit preparation, and budgeting. The position is full time, 37.5 hours per week. The staff accountant reports to the Finance Manager. IPHI has a collegial, team-oriented culture where a sense of humor and a passion for work is highly valued.

About the Illinois Public Health Institute

The Illinois Public Health Institute (IPHI) mobilizes stakeholders, catalyzes partnerships, and leads action to promote prevention and improve public health systems to maximize health, health equity and quality of life for the people of Illinois. IPHI leads initiatives through the Center for Community Capacity Development, the Center for Health Information Technology, and the Center for Policy and Partnership Initiatives. Current projects in the Centers include: a national initiative to build capacity to share data across sectors; a local collaborative of hospitals and organizations that work together on community and health transformation initiatives; and, a statewide alliance that drives policy, advocacy, and systems change initiatives that address obesity, nutrition, physical activity and chronic disease. IPHI has an approximately \$8 million annual budget, 30+ staff members, and works with numerous partners, contractors, consultants, and foundations both programmatically and financially. Visit www.iphionline.org for more information about IPHI.

Specific duties:

Accounts Payable/Accounts Receivable/Reconciliations

- Code, enter, and monitor billing, payables, ACH withdrawals, and automatic recurring expenses in QuickBooks Online
- Maintain vendor purchase orders, invoices, statements, and historical records
- Manage and respond to inquiries from vendors and IPHI personnel
- Create and send billing invoices, track and process payments including third party merchant payments, record deposits, and monitor the accounts receivable aging report by following up with payers to ensure timely receipt of payments
- Enter grant, contract, and donor receivables into QuickBooks Online
- Conduct monthly bank (checking, savings, and credit card) and balance sheet account reconciliations

Payroll

- Review timesheets for accuracy prior to payroll processing
- Prepare and enter payroll journal entry
- Prepare monthly allocation of time for salaries and wages and fringe benefits

Monthly Allocations

- Allocate direct costs and expenses to appropriate cost centers
- Allocate monthly indirect costs to program cost centers for foundation, non-profit, government grants and fee-for-service contracts
- Allocate shared costs (rent, supplies, etc.) to program cost centers

- Prepare and maintain direct and indirect cost analysis and financial reporting for private foundations grants, state and federal government grants, and external audits

Grant and contract administration

- Assist with tracking YTD revenue and expenditures and work with program staff and management to ensure expenditures are spent within the required timeframe
- Produce grant vouchers for reimbursement in the form(s) required by funders, including information such as YTD expenditures, reconciliation of advances, etc.
- Assist in coordination with IPHI grant-making staff, monitor and track outgoing grants and associated contracts, prepare payments and track receipt, process financial reports for funded awards
- Maintain and update data in federal grant cash drawdown spreadsheet

Audit preparation

- Assist with outside accounting firm to prepare for the audit, including fixed asset/depreciation schedule, vacation accruals, payroll reconciliations, and development of worksheets with information needed by auditor and provide auditor with records as requested for testing

Other duties as assigned

Qualifications

- Bachelors' degree, preferably in accounting or finance related field, with one to three years professional experience including at least one year of accounting experience. IPHI values multiple pathways towards attaining professional experience and education. Candidates are encouraged to describe equivalent experiences in lieu of educational attainment in their cover letter.
- Knowledge and experience with QuickBooks (QuickBooks online experience is a plus) and Excel
- Knowledge of non-profit finance and accounting practices, including grants management and financial reporting
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multitasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and customer service are important. IPHI has a collegial, team-oriented culture where a sense of humor and a passion for work is highly valued

Job requirements:

- Must be able to sit at and operate a computer and other office equipment for a significant portion of the workday
- The position requires frequent communication with internal and external customers about program activities. Must be able to exchange accurate information in these situations.

Compensation: \$45,000 - \$55,000 depending on years of relevant experience and qualifications. IPHI offers competitive benefits including health, dental and disability insurance, sick and vacation time, and a retirement plan with employer matching contributions.

Location: The position is located at the IPHI office in the West Loop. **IPHI Leadership continues to assess COVID rates and telecommuting policies to prepare for a return to work when deemed safe. IPHI staff are currently working remotely. This position may require weekly on-site work during the pandemic remote status to facilitate accounting procedures.*

Starting Date: Immediate.

Application Instructions: Please submit a resume and cover letter to jobsearch@iphionline.org with “Staff Accountant” in the subject line. The cover letter should compare your qualifications and experiences to the expectations outlined in the position description. **Applications will be considered on a rolling basis in the order that they are received until the best candidate is identified for the role. The position will close as soon as the best candidate is identified.** No phone calls, please.

IPHI is committed to diversity, equity, and inclusion, and is actively seeking and encouraging applications from women, people of color, individuals with disabilities, and/or people who are LGBTQIA.

The Illinois Public Health Institute is dedicated to the principals of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, veteran status, genetic information or any other personal characteristic not relevant to the posted position