

### **Job Description: Bookkeeper (Part-time)**

**Supervised by:** Director of Finance

**Status:** Part-time, non-exempt, 20-25 hours per week

#### **About Chicago Foundation for Women**

Chicago Foundation for Women (CFW) is a public foundation working to advance gender equity, which we believe to be inherently interconnected with racial, economic, and health equity. CFW envisions a world in which all women and girls, transgender, and gender nonbinary people have the opportunity to thrive in safe, just, and healthy communities. We celebrate the spectrum of identities and experiences of women and girls, uplift their leadership and center the voices of the community to achieve true equity. To support our philanthropy, the Foundation promotes increased investment in women and girls, raises awareness about their issues and potential, and develops them as leaders and philanthropists. Since 1985, the Foundation has awarded over \$45 million to hundreds of organizations that help achieve its mission of gender equity across the Chicago region.

CFW looks at the broad spectrum of needs of all women. We support the areas of freedom from violence, economic security, and access to health, which we see as integrally related and are paths forward toward an equitable society.

Chicago Foundation for Women (CFW) is committed to becoming an anti-racist institution. CFW is committed to engaging in continual analysis and essential restructuring to ensure the Foundation's way of being is one that wields shared power and holds itself accountable to racially oppressed groups to achieve its gender equity goal.

#### **About the Bookkeeper Position**

The Bookkeeper will work directly under the Director of Finance and will prepare and maintain financial records to track the organization's assets, liabilities, profit and loss, and other related financial activities.

#### **Position Breakdown:**

- Assists with the preparation of the monthly balance sheet, income statement, and cash flow statements.
- Maintains the general ledger.
- Manage the accounts payable process.
- Reconciles all balance sheet accounts monthly.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.

- Assist with filing tax forms with federal, state, and local government agencies.
- Coordinates with software vendor to maintain accounting software systems; recommends updates to enhance the accounting software.
- Maintains knowledge of generally accepted accounting principles (GAAP).
- Process and post daily cash receipts in accounting software (Fund EZ), including check deposits and credit card payments; verify donation/payment type in fundraising program (Raiser's Edge).
- Perform monthly revenue reconciliation between Fund EZ and Raiser's Edge by the 3rd workday of the month.
- Update Giving Councils and Giving Circles Fund Balance Statements (monthly basis).
- Update statements and prepare letters to Donor Advised Fund holders (quarterly basis).
- Communicate and enforce purchasing policies and payment requisition procedures with staff and vendors, maintain vendor files.
- Perform general accounting and other related duties for the organization.

#### **Other Finance & Accounting**

- Enter fiscal year operating budget data into Fund EZ.
- Reconcile annual grant disbursements by grantee, amount, and fund with Foundant (GMS).
- Assist with annual external audit and periodic audits.

#### **Other**

- Attend and actively participate in required educational programs and departmental and staff meetings
- Update knowledge by participating in educational opportunities; maintaining networks; participating in professional organizations
- Perform other duties as assigned by supervisor and President/CEO

#### **Work Environment:**

- This position operates primarily in an office environment that is accessible.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, video conferencing services, scanners, and filing cabinets.
- Business hours are 9:00am to 5:00pm, Monday – Friday. Ideally, Tuesday – Thursday, but the schedule is flexible.
- Workplace is a smoke and drug-free environment.
- CFW is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. CFW does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin,

disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. CFW is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

**Qualifications:**

- Associates degree in accounting or finance related field required; Bachelors preferred.
- 3 or more years of relevant bookkeeping or accounting experience; ability to calculate, post and manage accounting figures and financial records.
- Solid understanding of basic bookkeeping and accounting terminology, and accounts payable/receivable principles.
- Excellent customer service and communication (writing/editing) skills.
- Meticulous attention to detail, ability to multi-task, and follow-through.
- Strong organization, time management and work prioritization skills.
- Must be discreet with extremely sensitive and confidential information.
- Must be proficient in Microsoft Suite, and skilled in the use of Excel.
- Experience with accounting systems, Fund EZ preferred.
- Ability to work independently and as part of a team.
- Able to accept supervision and direction as required.
- Works effectively with all levels of staff, team player.
- Passion for CFW's mission; commitment to racial and gender equity.

**Compensation:**

The compensation is \$20.00 per hour, 20-25 hours per week, and would be eligible for time-off benefits on a pro-rated basis.

**Application Process:**

Interested applicants should email a resume and a cover letter articulating how their skills and experience meet the responsibilities noted above to [careers@cfw.org](mailto:careers@cfw.org).

- Subject line should read: Your Name + Bookkeeper
- No phone calls, please
- CFW seeks to fill this position as soon as possible and will work actively to build a diverse pool of candidates.