



New Life Centers Accounting Clerk III

New Life Centers (NLC) provides intensive, community-based mentoring programs for youth ages 12+ in the Little Village, Humboldt Park and Brighton Park communities of Chicago. The target demographics of programs: gang-affiliated youth on probation, and at-risk youth referred through local schools and community agencies. Serving these two populations allows NLC to holistically engage both violence prevention and intervention in response to identified community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peace-makers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction.

Position Summary:

The Accounting Clerk III for New Life Centers of Chicagoland is responsible for managing accounts payable, the corporate credit card system and for grant vouchering tasks in support of the New Life Centers accounting office. This individual will also provide customer service support to the staff and funders of New Life Centers. This position is full-time, non-exempt and reports to the Director of Finance.

Responsibilities:

Accounts Payable:

- Review invoices for appropriate documentation and approval prior to payments; process for payment.
- Post invoices into the accounting system.
- Generate expense and reimbursement payments.
- Act as liaison between the New Life Centers locations on accounts payable activities; respond to AP inquiries.
- Research vendor statements and respond to vendor inquiries and resolve discrepancies.
- Responsible for monthly reconciliation of petty cash.
- Generate year-end 1099s.

Corporate Credit Card System:

- Responsible for the monthly corporate cardholder data-gathering workflow.
- Prepares and executes monthly credit card system imports into the accounting system.
- Reviews monthly cardholder data to verify supporting document submissions.
- Adds/removes cardholders, administrates card replacement, performs system maintenance.
- Performs monthly reconciliation of the credit card system to the GL.

Grant Invoicing/Vouchering:

- Responsible for the gathering of supporting documents for monthly grant vouchers.
- Prepare monthly grant vouchering supporting documentation packages.
- Assist the Grant Accountant in review sub-contractor invoices/vouchers and supporting documentation.
- Maintain audit-ready grant and sub-contractor invoice/voucher files and related supporting documents.

Other Duties:

- Assists in human resources and payroll administration.
- Provides support for the annual financial audit.
- Supports the accounts receivable and account payable functions during peak activity seasons.

Required Qualifications:

- Associate degree in accounting or equivalent practical experience in fund-based accounting and account reconciliation preferred but not required.
- Proficient in computer skills with emphasis on Microsoft Excel.
- Working knowledge of QuickBooks or Sage Intacct.
- Attention to detail and precision in account reconciliation and report generation.
- Strong written and verbal communication skills.

- Commitment to confidentiality regarding all accounting records.
- Must pass a background check; No pending criminal cases or prior convictions for sexual assault, child abuse, or domestic violence.
- Must embrace and fully agree with the mission and statements of New Life Centers of Chicagoland.

How to Apply:

Please submit the following materials to Victoria App, VictoriaA@newlifecenters.org:

- Cover letter indicating your experience and interest in the position
- Resume
- List of three references with contact information (2 Professional and 1 Personal, Email and Phone number included)

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, "Accounting Clerk III" in the subject line of your email.

New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.