



New Life Centers Accounting Clerk Accounts Receivable

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 peacemakers. 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 AR for New Life Centers of Chicagoland is responsible for managing accounts receivable, including the finance interface with the contribution management system, revenue merchant accounts, grant vouchering tasks, and account reconciliations in support of the New Life Centers accounting office. This individual will also provide support to the staff and funders of New Life Centers related to accounts receivable. This is a part-time, 20 hours/week, non-exempt position who reports to the Director of Finance.

Accounts Receivable:

Responsible for processing all receivables; including:

- Weekly deposits.
- Verifying the accuracy of GL data from the contribution management system.
- GL booking of merchant account data for various programs.
- GL booking of grant receivables, and AR reporting.
- Perform quarterly reconciliation of the contribution management system.

Grant Invoicing/Vouchering:

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

Other Duties:

Provides support for the annual financial audit.

Support the accounts payable functions during peak activity seasons.

Other duties as assigned.

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 case.

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, "NL Centers Accounting Clerk AR" 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.