

Illinois Chapter

INCORPORATED IN ILLINOIS

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



TITLE: Accounting Manager

REPORTS TO: Director of Operations

SUMMARY: The Illinois Chapter, American Academy of Pediatrics (ICAAP) is hiring a part-time (15-30 hours/week) Accounting Manager who will be responsible for completing daily/monthly accounting functions and annual audit requirements. Desired candidates will have a bachelor's degree in accounting or a related field, have experience with nonprofit accounting practices, and will be a self-directed team player with a passion for childhood/public health.

ABOUT ICAAP: ICAAP is a 501c3 organization that seeks to promote and advocate for optimal child, youth, and family well-being, and access to quality healthcare. Consisting of 2,000 members across Illinois, ICAAP works to improve child and family health through the development of education to meet the needs of pediatric healthcare providers, connecting pediatricians to resources in their community, and advocating for policy and systems change to address the needs of children, families, and health care providers. To learn more about ICAAP projects and initiatives, visit IllinoisAAP.org.

RESPONSIBILITIES:

Primary duties of the Accounting Manager include but are not limited to:

- Manage monthly accounting functions for the Illinois (\$4m annual budget) and Wisconsin (\$100k) Chapters
 - Complete monthly financial close of accrual-based books by the 15th of each month including close of AR, AP, generation and booking of related journal entries, and reconciliation of all accounts
 - Support operations team with internal and external reporting and invoicing requirements
 - Ensure accuracy of financial statements in accordance with GAAP
 - Maintain updated general ledger and complete financial records
- Manage annual accounting functions for the Illinois and Wisconsin Chapters
 - Support management staff and independent audit firm and assure adherence to financial reporting as required under grant programs, including the preparation of audited financial statements, Single Audits, and IRS Forms 990
 - Maintain accounting process and procedures manual and oversee internal controls
 - Assist Director of Operations with annual budget development
 - Prepare and distribute IRS Form 1099 to vendors and Form 1096 to the IRS
 - Provide support and guidance for financial operation of the Chapters including adherence to city, state and federal guidelines

QUALIFICATIONS:

- A bachelor's degree in accounting, finance, or a related field
- Two or more years of related work experience, preferably with a nonprofit, with project-based/grant funded accounting, and/or audits/single audits
- Strong understanding of U.S. GAAP and internal controls
- Advanced computer skills, including knowledge of QuickBooks online and Microsoft suite
- Resourceful and self-motivated with outstanding problem-solving skills
- Excellent written and verbal communication skills
- Highly organized and detail-oriented, with an ability to produce error-free work
- Ability to work in a fast-paced environment and manage multiple priorities and projects
- As of September 1, 2021, all employees must provide proof of up-to-date (full series and recommended boosters) COVID-19 vaccination status

Not sure you meet 100% of our qualifications? We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. If you believe that you could excel in this role, we encourage you to apply.

SALARY AND BENEFITS: This part-time (15-30 hours per week), non-exempt position offers a competitive hourly rate of \$55-70 per hour based on experience and education, organizational budget, and availability of grant funds.

ICAAP offers a competitive salary and benefits package and the opportunity to work with a small, collaborative, and dedicated team.

- Generous time off policies including up to 27 days of PTO and 13 paid holidays during your first year (prorated based on part-time hours worked)
- 100% remote setting and a flexible work schedule to ensure work-life balance
- Eligibility for regular cost of living increases and occasional bonuses
- Commitment to professional development and opportunities for growth within the organization
- Reimbursement for any mileage traveled on ICAAP business

Alternately, ICAAP is open to considering an independent contractor relationship for this position instead of a staff position for the right candidate. This would alter the benefits and pay accordingly.

WORK ENVIRONMENT: This part-time position will work 15-30 hours per week depending on weekly deadlines and needs. Specific days and hours will be determined upon hire, but all applicants should be prepared to be available for meetings and communication during ICAAP's core working hours of 10:00-2:00 at least three days per week. Other daily work hours are flexible. This position is fully remote, but work must be performed in Illinois or Wisconsin. Staff will receive laptops and all equipment necessary to complete their assigned responsibilities.

TO APPLY: Please send a single PDF document containing your resume and cover letter to jobs@illinoisaap.com with "Accounting Manager" in the subject line. No phone calls please.

ICAAP is proudly committed to recruiting and retaining a diverse and inclusive workforce. As an Equal Opportunity Employer, we never discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical condition), sexual orientation, gender identity, gender expression, age, status as protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. We are committed to providing a welcoming and inclusive environment for all our staff members and welcome applications from anyone who is interested in joining our team!