



Financial Administrator Position

Organization The Immigration Project

Job Location: Normal, IL

Salary: Part-Time

Submission Deadline: 08/30/2020

Position Description:

The Immigration Project is seeking a non-profit professional to assist in bookkeeping tasks such as payroll, paying invoices, submitting vouchers for grants, and assisting in the management of the annual budget. Reporting to the Executive Director, this position is essential to the smooth functioning and growth of the organization. The position is based in the Normal, IL office.

The Immigration Project Mission

The Immigration Project provides low-income residents in 86 counties across central and southern Illinois with high quality, affordable immigration legal services. The organization is based in Bloomington-Normal with a satellite office in Champaign, Illinois. The Immigration Project is a non-profit, 501(c)(3) organization.

Job Duties

This position includes performing bookkeeping tasks, as well as assisting in financial oversight. This includes but is not limited to the following tasks:

- Complete all bookkeeping in QuickBooks, in accordance with GAAP
- Prepare deposits
- Pay monthly bills and invoices
- Create and submit financial vouchers and program budgets for grants
- Verify timesheets and run payroll and payroll taxes
- Assist in the management of the annual operating budget in coordination with the Executive Director
- Manage cash flow and communicate status to the Executive Director regularly
- Purchase and maintain necessary office supplies
- Assist in the coordination of all audit activities
- Regularly review financial statements and invoices and identify potential issues and provide recommendations to the Executive Director
- Uphold and coordinate the implementation of accounting control procedures
- Assure we are renewing insurance policies (liability, directors and officers, etc.)
- Administer health and retirement benefit programs
- Ensure the organization is following Illinois labor laws



Salary and Benefits

This is a part-time, hourly position at approximately 12 hours per week. Scheduling is flexible. No formal employee benefits are included and hourly compensation is dependent upon experience.

Position Requirements

- EDUCATION: Some college; prefer Bachelor's Degree or higher from an accredited 4-year college;
- EXPERIENCE: 2 years of work experience
- Basic understanding of finance and bookkeeping, knowledge of non-profit accounting highly preferred
- Understanding of an electronic financial system (e.g. QuickBooks)
- Strong attention to detail and organizational skills
- Highly computer literate in all Microsoft office applications (e.g. Word, Outlook, Excel, Access)
- Ability to work with limited supervision
- Experience in office management and administration a plus
- Experience with creating budgets for grants a plus

How to Apply:

Submit cover letter and resume to Executive Director Charlotte Alvarez at calvarez@immigrationproject.org.

No phone calls, please.

Applications will be reviewed as they are received. The position will be filled as soon as possible.

The Immigration Project is an Equal Opportunity Employer. The Immigration Project celebrates diversity and is committed to creating an inclusive environment for all employees and therefore does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.