

LADDER UP

Accounting Coordinator

Organizational Overview

Ladder Up is an entrepreneurial, Chicago-based nonprofit dedicated to providing free financial services to hardworking low-income families and individuals. Through free tax return preparation, college financial aid application assistance, financial education, and legal representation, Ladder Up helps clients access the resources they need to move up the economic ladder.

The organization offers three free programs to Illinois clients:

- **Tax Assistance Program (TAP):** By training and deploying 1,000+ volunteers, Ladder Up offers free tax return preparation at more than 20 locations
- **Financial Capability**
 - **Financial aid:** Ladder Up helps low-income, minority, and first-generation students access financial aid for higher education
 - **Financial education:** Ladder Up provides one-on-one financial coaching to individuals and on-site financial education workshops for partner organizations
- **Tax Clinic:** Ladder Up offers free legal representation to low-income taxpayers facing tax controversies

Position Description

Ladder Up seeks a highly organized and self-motivated individual to assist with accounting, financial reporting, grant reporting, audit assistance, and budgeting. This is a full-time, exempt position that reports to the Finance Director.

This individual will have the following primary responsibilities and will provide additional support as needed.

Accounting Responsibilities (approximately 40%)

- Enter bank transactions into Aplos, our accounting software, in preparation for reconciliations and month-end close
- Record detailed payroll and benefit entries in Aplos semimonthly
- Prepare bank reconciliations, credit card reconciliation, and month-end reporting using Aplos
- Reconcile monthly contributions with Development Coordinator to ensure proper classification
- Assist with external financial audit and governmental audits by pulling support for audit requests and addressing questions
- Maintain accounting controls by preparing and recommending policies and procedures

Financial Reporting Responsibilities (approximately 30%)

- Compile, review, and analyze monthly financial statements, including journal entries, reconciling and analyzing GL accounts, supporting documentation and schedules, and variance reports to be reviewed by the Executive Director and distributed to the Board of Directors
- Prepare Statement of Financial Position, Statement of Activities, and other financial reports for funders as requested by the Development Team

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- Assist Development Team and Finance Director with preparing the financial portion of grant applications
- Report organization's finances to the Executive Director and Finance Director and offer suggestions about resource utilization, strategies, and assumptions underlying future budget forecasts

Budgeting Responsibilities (approximately 15%)

- Work with Finance Director to prepare and update the organization's budget and the program area budgets
- Allocate costs to specific funders based on time and purpose restrictions and track the allocations in Aplos
- Assist with analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses

Project Management (approximately 15%)

- Assist with ongoing strategic planning and special projects for Ladder Up as needed
- Set up new users in TimeOut PTO tracking system

And other duties as assigned.

Position Qualifications

- Bachelor's Degree in Accounting required
- Minimum of two years of accounting experience
- Nonprofit accounting experience preferred but not required
- Ability to prioritize competing priorities and deadlines
- Strong organizational skills and attention to detail
- Excellent oral and written communication skills
- Quick learner who can adapt and work well in new situations and under pressure
- Proficiency in Microsoft Office applications, especially Excel

To Apply

Please send a cover letter and resume to Alex Vizard, Accounting Specialist, at accounting@goladderup.org.

Candidates who do not submit a cover letter as part of their application materials will not be considered. The anticipated start date for this role is July 1, 2020.

For more information about Ladder Up, please visit www.goladderup.org