



## Juvenile Protective Association Bookkeeper/ Grant Accountant

### **Our Mission & Vision**

The mission of the Juvenile Protective Association is to improve the social and emotional well-being and functioning of vulnerable children so they can reach their fullest potential at home, in school, and in our communities. We accomplish this by providing therapeutic counseling services to at-risk children and families, conducting research, sharing knowledge, and providing expert consultation and guidance to others serving them.

JPA's vision is that vulnerable children and families in Chicago's most underserved neighborhoods will have access to the highest quality mental health services.

### **Essential Duties and Responsibilities**

- Represents agency on fiscal and accounting matters with outside parties such as auditors and vendors;
- Works closely with private and governmental auditors throughout the year to verify and justify reported income and expenses;
- Performs monthly reconciliations and analysis; performs month end close procedures- bank reconciliations, credit card reconciliations, etc.
- Research and resolve inquiries from both internal and external staff
- Assist with developing the budgets for the grants
- Performs AP/ AR duties
- Performs other duties as assigned

### **Requirements**

- Bachelors Degree Required
- QuickBooks/ QuickBooks Online preferred
- Previous Grant Accounting experience preferred