Job Description
Finance Manager (Part-Time)

The Juvenile Protective Association (JPA) is a social impact agency serving more than 4,000 children, families and educators in school-based counseling to students on the west and south sides of Chicago and to educators, child welfare organizations and other non-profit agencies. The mission of JPA is to improve the social-emotional well-being and functioning of vulnerable children so they can fulfill their highest potential at home, in school, and in our community. We do this by providing therapeutic counseling services, conducting research, sharing knowledge, and providing mental health consultation and guidance to others that service children and families.

In this role, the Finance Manager will collaborate with senior leadership to build financial strategies and reports to help our rapidly growing and evolving organization meet our financial goals.

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
- Develops monthly financial statements
- 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

- Excellent attention to detail while multitasking
- Ability to handle sensitive situations and maintain a high degree of confidentiality
- PC literate, including Microsoft Office products
- Extremely strong organizational skills
- Bachelors Degree Required. CPA preferred
- QuickBooks/ QuickBooks Online preferred
- Previous Grant Accounting experience preferred
Job Type: Part-time (16-24 hours/week). JPA is currently using a hybrid in-office and remote work schedule. The exact number of scheduled in-office days each week will be determined by the nature of the work and may vary during the year.

Salary: Commensurate with experience

COVID-19 considerations:
All new employees must be vaccinated against COVID-19.

Experience:
- Accounting: 5 years (Required)

License/Certification:
- CPA (Preferred)

JPA is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.