



Accountant/Business Manager

Job Description

Mission

The Ignatian Spirituality Project (ISP) is a Jesuit-affiliated ministry offering experiences of hope, belonging, and healing to men and women in recovery from homelessness and addiction. Founded in 1998 in Chicago, ISP currently provides transformational spiritual retreat programs in 28 cities across the U.S., Canada, and Ireland.

Position Description

In this part-time position, the experienced Accountant is responsible for financial and accounting operations. S/he reports to the Executive Director and interacts extensively with ISP staff, organizational partners and vendors. This individual should be comfortable and effective working independently and as part of a team. Must be proficient in QuickBooks, Excel, and MS Word and must have knowledge of and experience in GAAP and handling the financial, accounting and business operations of non-profit organizations. The Ignatian Spirituality Project has an annual operating budget of \$1.3 M and 10 staff members.

Finance Responsibilities

- Prepare and present quarterly financial statements (Balance Sheet, Statement of Activities and Cash Flow Statement) to the Board of Directors and Finance Committee of the Board.
- Provide monthly financial reports to leadership team.
- Provide quarterly expense reports for each network city.
- Coordinate budget process and provide budget training for staff.
- Enter and maintain ISP annual budget and program budgets by network city.
- Provide financial content for Director of Advancement as requested.
- Prepare and lead annual audit.

Accounting Responsibilities

- Perform weekly, monthly, quarterly, semi-annual and annual accounting functions in Quick Books including all A/P, A/R, deposits, reporting, GL maintenance.
- Run bi-weekly ADP payroll, and coordinate payroll and tax filing activity with ADP
- Complete monthly, quarterly and annual close activities for accurate accrual accounting reporting, including allocation entries and balance sheet, bank accounts and investment account reconciliations.

- Maintain digital and paper filing systems to ensure “audit readiness” including invoices, deposits, investment reports, contracts, leases & policies.
- Interface with banks, credit card processors, and investment firms on behalf of the organization.
- Prepare financial documents for grant applications and grant reporting, as requested.

Business Management Responsibilities

- Complete general offices duties such as managing vendors, managing office equipment (copier, postage meter, phone system) and ordering supplies for small central office as needed
- Handle all human resources tasks, including administering all benefits, 401k and insurance plans for 10- person organization.
- Prepare and file all required state and national forms as needed.

Qualifications, Skills and Knowledge

- Bachelors Degree in Accounting or equivalent experience
- 3+ years working in an accounting role in a non-profit organization
- Solid understanding of current GAAP for non-profit organizations
- Thorough understanding of QuickBooks; familiarity with MS Office, Dropbox and other basic computer/office applications
- Meticulous record-keeping
- Track record of planning and effectively executing work, resulting in an organized, high functioning organization.

Must be fully vaccinated for COVID-19.

Hours: 3 days/week

Location: 205 W. Monroe St, Suite 317, Chicago, IL 60606

Salary: \$42,000 per year

Please send resume and letter of interest to Christine Curran, Executive Director, at ccurran@ispretreats.org.

The Ignatian Spirituality Project is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Except where prohibited by state law, all offers of employment are conditioned upon successfully passing a background check.