



**Part-time " /Business Manager**

## **Job Description**

### **Mission**

The Ignatian Spirituality Project (ISP) is a Jesuit-affiliated ministry offering experiences of hope, healing and belonging to men and women in recovery from homelessness and addiction. Founded in 1998 in Chicago, ISP currently provides transformational spiritual retreat programs in 23 cities across the U.S., Canada, and Ireland.

### **Position Description**

In this 2 day/week position, the experienced " is responsible for managing financial and routine business 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 Online, Excel, and MS Word and must have knowledge of and experience in GAAP and handling the financial 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**

- Provide
- h quarterly expense reports for each @h network city.
- Provide financial budget and for Director of Advancement as requested.

### **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**

- Minimum of Associates Degree or equivalent experience
- 3+ years working in an bookkeeping/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
- Familiarity with online payment and billing platforms (e.g. Melio) or willingness to learn
- Meticulous record-keeping
- Track record of planning and effectively executing work, resulting in an organized, high functioning organization.

Supervised by the Executive Director, the Bookkeeper/Business Manager will also work with an experienced Accountant/CPA who will review the financials on a monthly basis. The Accountant will be responsible for preparing quarterly financial statements for the Board of Directors as well as preparing the organization's annual budget and calculating all allocations.

Must be fully vaccinated for COVID-19.

**Hours:** 2 days/week

(Flexibility on days of the week)

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

(Hybrid/remote option available for the right candidate)

**Salary:** \$25,000 (approx. \$32/hr)

Please send resume and letter of interest to Christine Curran, Executive Director, at [ccurran@ispretreats.org](mailto: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.*