

Employment Opportunity

## **Accounting and Program Evaluation Assistant**



H.O.M.E. is a non-profit in Chicago which helps low-income seniors maintain their independence. H.O.M.E. has an opportunity for an Accounting and Program Evaluation Assistant, 30 hours per week with benefits.

Summary: The Accounting and Program Evaluation Assistant is responsible for assisting the Finance Director with the financial functions of the organization and assisting the Community Programs Director with program evaluation. The position reports to the Finance Director.

### Responsibilities:

#### Accounting Assistant

- pay bills
- record deposits
- manually tally employee timesheets
- track rent payments and reconcile with accounting
- prepare monthly government grant vouchers
- send monthly client invoices
- reconcile bank statement
- reconcile accounting and fundraising databases
- record payroll and credit card bill
- track employee paid time off
- processes credit card payments and donations
- help answer phones
- perform general office tasks and other duties as assigned

#### Program Evaluation Assistant

- Mail client satisfaction surveys
- Record survey results and intake logs in database

### Required Skills:

- detail-oriented
- excellent verbal and written communication skills
- ability to work independently and to meet deadlines
- ability to problem-solve and prioritize

### Required Education and Experience:

- Minimum four-year college degree and at least two years experience in finance and administration, or minimum four-year college degree in Business or related field and one year experience in finance and administration
- Proficient in QuickBooks, Excel and Word

Salary is \$18-\$19 per hour, depending on experience. Benefits.

No phone calls, please. For consideration, please send your resume to:

HR@HOMEseniors.org