



Accounting Specialist

Reports to: Director of Finance and Administration

Status: Part-time (20 hours/week on site)

ABOUT MARWEN

Marwen educates and inspires young people through out-of-school visual arts, postsecondary, and career pathway programs for young people from nearly every neighborhood in Chicago. The no-cost programs engage 6th-12th graders annually in an 8-studio facility at 833 North Orleans. Teaching artists and program teams utilize the tools of creative youth development to facilitate programming in a wide range of disciplines, including painting, drawing, sculpture, ceramics, photography, animation, fashion design, and mixed media.

SUMMARY

The Accounting Specialist performs Marwen's daily accounting functions with oversight from the Director of Finance and Administration. As the holder function, the role interacts with staff throughout the organization as well as external vendors and partners.

RESPONSIBILITIES

- Maintain and enter daily bookkeeping entries utilizing QuickBooks Online
- Perform all Accounts Payable functions, including, reviewing, coding, and processing disbursements to vendors and contractors in a timely manner
- Perform all Accounts Receivable functions, including invoicing, cash receipts and deposits
- Perform month-end close procedures (reconciling balance sheet accounts, posting journal entries, etc.)
- Support annual audit engagement and 990 tax return preparation
- Ensure compliance with accounting policies and procedures
- Respond to internal and external inquiries including communicating with Marwen staff about transactions / payment requests

QUALIFICATIONS/SKILLS

- Two years of direct accounting/bookkeeping experience
- Accounting degree preferred
- Proficient in QuickBooks Online and Microsoft Excel
- Punctual and organized
- Adept communicator

The compensation for this position is \$20-25K annually commensurate with experience.

Marwen is an equal opportunity employer committed to diversity and equity in the workplace. We strongly encourage those who reflect our communities to apply, including bilingual individuals, LGBTQI and/or people of color. Please send a resume and cover letter to jbuford@marwen.org with the subject line "Accounting Specialist." The deadline for submissions is October 31, 2021.