

JOB TITLE: Accounting Coordinator

Erikson Institute, a graduate school in child development located in downtown Chicago, is seeking to hire an Accounts Payable/Expense Coordinator. Reporting to the Vice President, Finance, the incumbent will handle all aspects of accounts payable and expense reporting. (S)he will be the primary liaison with staff, faculty and students regarding accounts payable and expense-related items. The coordinator will also serve as backup for other members of the Finance team. The coordinator must have good organizational skills and enjoy functioning both independently and as part of a team.

WORK SCHEDULE: 25 HOURS PER WEEK

ROLES & RESPONSIBILITIES:

- Review check requests for adequacy of documentation and approvals, and verify general ledger account distribution.
- Enter invoices into Accounts Payable module and print checks when payments are due.
- Close, reconcile, and generate appropriate journal entries monthly for payables-related accounts, including prepaid expenses.
- Handle staff and vendor inquiries regarding payables.
- Generate annual Form 1099s for independent contractors.
- Monitor and report on payables days outstanding
- Generate/maintain payables reports and spreadsheets.
- Maintain corporate credit card records.
- Communicate payables-related policies and procedures.
- Assist with HR and payroll data entry.
- Participate in process improvement efforts.
- No supervisory responsibilities.
- Other responsibilities, as determined.

QUALIFICATIONS:

- Associate's degree in accounting.
- Four years' experience in accounts payable/general accounting.
- Familiarity with MS Office.
- Good verbal and written communication skills
- Knowledge of Blackbaud's Financial Edge preferred, not required.

ABOUT ERIKSON

Founded in 1966, Erikson Institute is one of the nation's leading graduate schools in child development and early childhood education. It is a private, independent, NCA-accredited graduate school offering master's degrees, a Ph.D., graduate certificates, and professional



development courses in child development and early childhood education. Erikson provides a variety of employee benefits, including excellent health and dental plans, life/disability insurance, transit stipend, matching retirement contributions, and more. To learn more, visit our Web site at www.erikson.edu.

Erikson Institute is an equal opportunity employer. We consider all applicants for employment without regard to race, color, religion, sex, national origin, ancestry, age, disability, marital status, sexual orientation including gender identity, or any other characteristic protected by law. In addition, Erikson Institute provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws (including during the application or hiring process).

TO APPLY:

Please email, fax or mail a cover letter and resume to:

Director of Human Resources
Erikson Institute
451 N LaSalle St.
Chicago IL 60611

FAX: 312-755-0928

EMAIL: jobs@erikson.edu

Absolutely NO phone inquiries, please.