



northwestern settlement

OPENING DOORS TO BETTER FUTURES

Northwestern Settlement
1400 W. Augusta Blvd.
Chicago, IL 60642
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northwesternsettlement.org

Accounting Associate Position Description

The Accounting Associate works closely with the Senior Accountant and reports to the Business Director. This position supports the Accounting Department in all fiscal transactions.

Key Responsibilities

- Cash Receipts Functions
- On Line Banking Transactions
- Maintain Vendor relationships
- Prepares Payroll Entry Allocations
- Prepares Fringe Benefit Entry Allocations
- Bank and Investment Account Reconciliations
- Process and manage vouchers for various funding sources
- Works as back-up to the Senior Accountant for all fiscal functions
- Other duties as assigned

Preferred Qualifications

- Bachelor's Degree in Accounting or Business Certificate from an accredited technical institute
- Minimum 2 years related experience
- Strong knowledge of Computerized Accounting Systems
- Strong knowledge of Microsoft Office
- Ability to accept guidance and supervision

Benefits

Comprehensive benefits package including medical, dental, vision, 401k, and paid maternity leave.

How to Apply

Please submit cover letter, resume, and salary requirements to hr@nush.org

Statement of Non-Discrimination

Northwestern University Settlement Association does not discriminate on basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.