



Cure Violence Global Position Description

Position Title: Senior Staff Accountant
Location: Chicago, Illinois
Reports To: Senior Director of Finance & Human Resources

Organization Overview

Cure Violence Global® (CVG) is a nonprofit organization whose mission is to reduce violence globally using evidence-based public health and disease control methods. CVG delivers in-depth training and technical assistance (TTA) on its proprietary Cure Violence® public health approach to violence reduction to districts and local community-based organizations. CVG's approach is grounded in an understanding that violence follows a contagious process: it clusters and spreads geographically, is transmitted through exposure, and is perpetuated and reinforced through social norms. The CVG model therefore focuses on 1) detection/interruption; 2) behavior change; 3) shifting community norms.

CVG's TTA approach calls for the identification of and collaboration with local partner organizations that have the capacity, credibility, and desire to operate a local program, with CVG providing start-up training, ongoing technical assistance, a peer learning network, and process and outcome evaluation to ensure program fidelity and maximal impact. Currently, CVG is working with more than fifty communities in the U.S. and in several other countries.

CVG is an equal opportunity employer and welcomes applicants of all races, ethnicities, religions, genders, gender identities, and sexual orientations.

Position Summary

The Senior Senior Staff Accountant is responsible for applying accounting principles and procedures to record day-to-day financial transactions including accounts payable, cash disbursements, credit card transactions, accounts receivable, and cash receipts for services and donations. The Senior Senior Staff Accountant also assists with payroll, account reconciliation and the close of the financial records monthly, quarterly, and annually and provides accounting support for the CVG Financial Team.

Essential Functions

- Maintain CVG financial records by, assisting in developing, implementing, and monitoring CVG financial functions including but not limited to, the general ledger to ensure all transactions are properly approved, coded, and charged in accordance with CVG policies and procedures.

- Identify process improvement opportunities and collaborate with others to design and implement solutions.
- Reconcile monthly commercial corporate credit cards by verifying charges, collecting corresponding support and receipts for properly coding expenses.
- Manage and reconcile cash and cash equivalent general ledger accounts in accordance with monthly bank reconciliations.
- Manage and reconcile monthly insurance coverages (Health, Dental, Vision, Life, STD, LTD and, 403(b)).
- Manage fixed assets and prepare depreciation schedules.
- Assist in month-end close by preparing and posting general and accrual journal entries.
- Manage grant-related post award functions for a diverse portfolio in federal, state, city contracts and private awards, including budget and expense analysis, timely preparing, and submitting monthly, quarterly, and annual financial reports, direct and indirect cost allocations, and grant budget modifications.
- Record all accounting activities related to the accounts payable process – compile and obtain proper approval for all AP invoices, ensure proper documentation and support for invoices, properly code and enter invoices into the Blackbaud accounting system, update and monitor open accounts payable aging, coordinate payments with the Director of Finance, and record all payments.
- Record all accounting activities related to the account receivable process – properly code and enter approved AR invoices into the Blackbaud accounting system, maintain and monitor open accounts receivable aging on a weekly basis, record/apply payments in a timely manner.
- Properly classify and record all donations in the general ledger, assist with tracking of restrictions on assets.
- Work collaboratively with and in support of program staff by providing guidance, coordinating activities, and answering questions.
- Assist with daily, monthly, and year-end operations of the finance and human resource department.
- Assist in quarterly projections and annual budget processes.
- Provide external auditors with assistance, gathering requested fiscal information.
- Maintain compliance with federal, state, and local financial requirements, keep up to date on changes to requirements and alert management to needed actions.
- Keep financial data confidential, adhere to internal controls, maintain financial system security by following all policies and procedures.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional society activities as appropriate.

Qualifications and Skills

- Bachelor's degree in business, finance, or related field preferred.
- Minimum 3 years of experience in non-profit accounting.
- Grant management experience a strong plus.

- Excellent working knowledge of Microsoft Word, Excel and Outlook, Teams or Zoom teleconferencing platforms.
- Knowledge of Blackbaud Financial Edge accounting system a plus.
- Knowledge of full cycle payroll processing systems: Paycom, Paylocity, ADP Workforce.
- Knowledge of Donor Database processing systems: Blackbaud, Neon One, Raiser’s Edge, Salesforce.

Key Competencies

- Initiative-taker who can multitask effectively.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Integrity to manage sensitive information in a confidential manner.
- Critical thinking and problem-solving skills.
- Ability to communicate well at all levels of the organization.
- Must be able to adapt to frequently challenging and changing work priorities and emerging issues.
- Ability to enter data into various electronics systems while maintaining the integrity and accuracy of the data.
- Strong ability to follow through with tasks.

Salary and Benefits

Salary: \$80,000

Benefits: Medical, Dental, Vision, 403(b), Life, STD, LTD

Work Life Balance: Hybrid Schedule (TBD)

Disclaimer

This job description reflects the general nature and level of work anticipated in this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Nothing restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Please submit cover letter and resume to:

Cure Violence Global – Human Resources

Email: ewade@cvg.org