



Job Posting

Bookkeeper & Program Assistant

We are seeking a detail oriented candidate who can effectively and efficiently perform financial, clerical, and administrative responsibilities and tasks.

What you'll do

Bookkeeper Responsibilities:

- Post bills and prepare bill payment checks for mailing and online payments
- File and photocopy docs for funding source vouchers
- Invoice and process A/R collections for Sweet Beginnings, LLC
- Manage the processing of purchase orders, debit card requests, check requests
- Reconcile credit card transactions via PayPal for proper documentation and coding, and upload into QuickBooks for Sweet Beginnings, LLC
- Prepare, process and post daily bank and credit card deposits
- File and organize A/P, credit card, and cash receipts backup

Program Assistant Responsibilities:

- Serve as a point of contact and link between employees, internal departments, and external parties, including vendors, lenders, and customers.
- Carry out administrative duties and help to improve office processes and procedures to ensure the office operates smoothly
- Assist with intake and assessment activities
- Assist staff and clients with copying materials and documents as requested
- Provide program information to clients as well as maintain a client interest sheet
- Perform data entry utilizing MS Excel, and other custom databases
- Assists in maintaining filing systems and ensures accuracy, confidentiality and consistency of filing systems, charts and records
- Assist in preparing for job fairs, exhibits, presentations and other special projects as needed
- Maintains a baseline knowledge of relevant program and service/training-related terminology
- Track and manage correspondence and documents

Who you are

- You have an Associate's Degree in Accounting or Business Administration or 4+ years' experience working in General Ledger Accounting
- 2+ years' experience and familiarity with non-profit accounting strongly recommended
- 2+ years of Customer Service experience
- Intermediate (or higher) knowledge of QuickBooks, Microsoft Excel, Word, and Outlook
- You have a car with insurance and valid Illinois driver's license

Who we are

The North Lawndale Employment Network is a highly acclaimed urban workforce development non-profit (501c3). We know the United States incarcerates more people than any other country in the world. Today, 2.3 million people are living behind bars in the United States, and 90% of these men and women will return to

their neighborhoods and their families with a priority of seeking employment driving the unemployment rate (19% unemployment in North Lawndale). We also know that TDL sector is an Illinois Workforce Investment Board targeted sector, as it offers good jobs with advancement opportunities, along with growth across the state.

Wage

\$19.00 per hour

To Apply

Please email a cover letter and resume to info@nlen.org. When emailing, please place 'Bookkeeper & Program Assistant' on the subject line.