



North Lawndale Employment Network
& Sweet Beginnings, LLC

Contractual Job Posting

Account Integrations Consultant

The Organization

The North Lawndale Employment Network (NLEN) is a comprehensive workforce development agency on Chicago's West Side dedicated to advancing the economic outcomes of North Lawndale residents through innovative job readiness and financial literacy programming and the operation of social enterprises. In late Spring 2021, NLEN will transition to a new campus which will feature a premier community café for residents and stakeholders. To learn more about our new campus, click here: <https://blockclubchicago.org/2020/11/30/west-side-job-readiness-campus-gets-2-5-million-boost-from-city-grant/>

The Opportunity

We are seeking an Account Integrations Consultant for a 3-month term as we launch our newest enterprise, beelove Café, in our new campus building.

This consultant will perform accounting and data integration between our QuickBooks accounting platform and ShopKeep inventory database; and have the ability to communicate with personnel at all levels from front line payroll/accounting to Controllers and Chief Officers.

Responsibilities include:

- ▶ Set Up QuickBooks for beelove® Café and integrate with ShopKeep database
- ▶ Create chart of accounts for Café
- ▶ Develop, coordinate and implement training of integration project accounting throughout and after the integration process
- ▶ Develop data validation and testing activities; and, train staff in project accounting software, processes and functions
- ▶ Provide integration go-live support including month close, special reporting and necessary clean-up

Ideally you are...

- ▶ BS degree in Finance, Accounting, Economics or related field; and 3+ years in advanced bookkeeping
- ▶ Proven work experience as a Financial Consultant, Financial Adviser or similar role
- ▶ Hands-on experience with QuickBooks accounting software and ShopKeep Inventory database
- ▶ Sound knowledge of fiscal policies
- ▶ Excellent analytical skills, along with the ability to create detailed reports and spreadsheets
- ▶ Detail and deadline-oriented
- ▶ Strong analytical and problem solving skills
- ▶ Additional certification (e.g. CFP or CFA) is a plus

Start Date: May 3, 2021
End Date: August 3, 2021

Those interested should submit a career portfolio or a functional and chronologically combined resumé with client references to careers@nlen.org