



Work with us and be a part of DuPage Foundation's Mission and Vision!

Due to growth plans we are happy to announce an "addition to staff" opening for an

Accounting Specialist

***Who Is DuPage Foundation?** Our Vision is to raise the quality of life throughout DuPage County. Our Mission is to foster philanthropy, connect donors to area needs and build community partnerships.*

The DuPage Foundation is DuPage County's philanthropic leader. We help area residents and organizations realize their unique charitable goals, provide impactful support to our community's not-for-profits, and foster key partnerships to address critical issues affecting our community to help raise the quality of life throughout DuPage County.

What is the Opportunity? This entry-level role supports the Vice-President of Finance and is located in their office in Downers Grove, IL. This position is responsible for day-to-day accounting functions to support the Finance Department. Specific responsibilities include:

- Post gifts and assist Advancement team with acknowledgments.
- Coordinates with Foundation partners on gift reconciliation to ensure timely processing.
- Prepares financial summaries and reports for agency meetings.
- Assists in preparation of the annual budget and supports annual audit.
- Prepares 1099 tax forms.
- Processes journal entries and prepares monthly reconciliations of bank, credit card, and investment accounts.
- Assists with month-end close process and processes inter-fund transfers.
- Compiles investment performance reports and other reports as needed to staff, donors and nonprofits.
- Prepares periodic fund statements and provides annual Form 990 support.
- Performs other duties as required.

What qualifications are needed? The successful candidate would possess the following:

- Bachelor's degree in accounting, equivalent accounting work experience or formal training required.
- Not-for-profit accounting experience a plus.
- Ability to follow tasks through to completion within the timelines set for each project/task required.
- Strong analytic, problem-solving and strategic thinking skills.
- Highly organized, detailed-oriented and able to manage multiple projects simultaneously.
- Familiarity with computer-based accounting systems.

- Proficient with Microsoft Word, Excel, PowerPoint and Outlook.
- Personal and professional integrity.
- A commitment to the mission and values of the Foundation.
- Welcomes organizational growth and change.

What's in it for you?

- **Competitive Salary/Benefits – Medical/Dental, STD, LTD and Life**
- **37.5 hour work week – Work/Life Family Balance**
- **403 (b) Matching up to 5% after first year of employment**
- **Vacation and Sick Pay including 10 paid holidays**
- **Opportunity to learn a lot in a collaborative work environment**

For more information about our company please visit: <https://dupagefoundation.org/>

The DuPage Foundation considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.

Qualified candidates please submit resume and cover letter by clicking [here](#).

EOE Equal Opportunity Employer