



Illinois Certification Board, Inc.

d/b/a Illinois Alcohol & Other Drug Abuse Professional Certification Association Inc.

Lawrence Dunbar, CAADC, President, Board of Directors, Chris Boyster, Executive Director

401 East Sangamon Avenue - Springfield, IL 62702 (217)-698-8110

Job description

The Illinois Certification Board is seeking an experienced financial leader with an analytical, strategic mindset to serve as Chief Financial Officer.

The Chief Financial Officer in close collaboration with the CEO CFO will help lead the strategic direction of the organization, ensuring the organization is fiscally sound and responsible while pursuing its mission of ensuring the protection of the public by providing competency based crediting of Human Service Professionals. The CFO will ensure the organization is well-prepared to meet challenges and adapt to changes now and, in the future, with particular attention to ensuring compliance with grant funding.

The CFO will be responsible for developing financial systems and controls for the organization and for grant-funded programs. Responsibilities include performing complex work related to accounting duties in addition to monitoring adherence to grant budgets under moderate supervision. Responsible for performing various fiscal functions including accounts receivable, procurement, projects and grants analysis, and reconciliation to general ledger transactions. Assist with reviewing the work of the agency staff for adherence to state policies and procedures as it pertains to grant reporting. Assist in training/supporting staff on accounting for grants and monitoring grant expenses. Perform data entry of miscellaneous transactions in projects & grants. Analyze various grant reports for adherence to grant budgets and for compliance to grant rules and regulations. Compile and synthesize financial data as requested. Frequently interacts with project managers, subgrantees, coworkers, and grant auditors. In addition, the CFO will be responsible for the preparation of interim financial statements; responsible for preparation of budgets for management and funding sources; preparation of audit work papers, and report drafts, and adjusting journal entries at the end of the month and end of the fiscal year; analysis of general ledger transactions.

Key Responsibilities

- Assist in the interpretation and analysis of financial data and prepare various agency financial grant reports.
- Assist in monitoring activities for adherence to agency financial policies and grant regulations.
- Assist with internal and external audits.
- Prepare journal entries as required.
- Prepare miscellaneous transactions as needed.
- Reconcile grant transactions to general ledger transactions regularly.
- Assist with the preparation and monitoring of the grant budgets.
- Perform periodic reviews for compliance to grant requirements.
- Respond to inquiries, gives appropriate information and referrals, and documents, if necessary.
- Display a positive attitude and behavior in the accomplishment of job duties.
- Undertakes joint ownership of processes.
- Takes a personal stake in the success of the organization.
- Must meet minimum productivity expectations.

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WEBSITE: [www. IAODAPCA.ORG](http://www.iaodapca.org)

EMAIL: INFO@IAODAPCA.ORG



- Process Payroll, W2's and 1099s
- Process Quarterly Report
- Monthly Accrual Reporting
- Process Taxes
- Handle Direct Deposits and bank reconciliations on all accounts
- Handle and Direct in association with Executive Director
- Bi-monthly payroll and Monthly Accrual Reporting
- Process payroll from approved timesheets Process all monthly and quarterly taxes
- Process monthly Journal Entries into QB for Payroll Process Simple IRA contributions
- Process Direct Deposit
- Process Quarterly Reports: Illinois, Federal and Unemployment
- Process W2s and 1099

Provide Calendar Year-end documents: Timesheet schedule/Holiday/Tax forms, provide annual Simple IRA notification forms to Executive Director for dissemination process any changes, accordingly update QuickBooks for salary increases, bonuses, and other staff-related items monthly financials, Process Bank reconciliations for all accounts process Investment reconciliations, process and enter all journal entries provided by staff, create Check Registers for both operating and payroll accounts, provide all financial reports and check registers to Executive Director in a timely manner as well as process conference financials

Qualifications

- Bachelor's degree in accounting or; MBA, required
- Certified Public Accountant (CPA) preferred
- Experience with a non-profit organization, including fiscal management of grants, is required
- Experience in working with Illinois DHS grants, preferred
- Knowledge of Quick Books, required
- Knowledge of Grant Reporting and Budgeting, required

Job Type: Full-time

Salary: \$35,000.00 - \$50,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off

Physical setting:

- Office

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Schedule:

- 8-hour shift
- Monday to Friday

Ability to commute/relocate:

- Springfield, IL 62702: Reliably commute or planning to relocate before starting work (Required)

License/Certification:

- CPA (Preferred)

Work Location: In person

If you have any questions or are interested in this position, please email chris@iaodapca.org.

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