



## EMPLOYMENT OPPORTUNITY

### Grant Accountant

IWS Family Health, a community health center providing preventive health care services to children and families, seeks a Grant Accountant to work as a critical part of its Finance Team.

#### Position Responsibilities

- Reconcile restricted and unrestricted contributions to Raiser's Edge Development software.
- Gather and maintain support for governmental reporting on federal and private grants
- Prepares monthly draws for federal award reimbursement ensuring costs are in line with federal guidelines
- Assist Accounting Manager in preparation and monitoring of annual operating budget for grants as well as forecasting
- Gather, manipulate, analyze and report financial data as required for internal and external reports including ad hoc reporting as needed.
- Journalize and reconcile credit card transactions and accounts.
- Assist Accounting Manager and CFO in audit preparation for program and fiscal year audits.
- Code and enter invoices, issue accounts payable (AP) checks, voids, create positive pay file, record retention, respond to vendor inquiries and post accounts payable to GL.
- Back-up to the Senior Accountant for deposit and journalize checks and cash receipts and issue deposit logs.
- Backup custodian for petty cash and gift cards.

#### Knowledge, Skills, and Abilities

- Bachelor's Degree in Business/ Finance/ Accounting
- 0-2 or more years of related grant experience
- Microsoft Office, Excel, Outlook, Word, Financial Software (Blackbaud Financial Edge), Internet navigation to websites.

#### Compensation and Benefits

IWS Family Health provides a competitive salary and benefits plan, including Paid Time Off (PTO), paid holidays, health, dental, life and vision insurance options, as well as a 403B option.





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### **Organizational Overview**

Our patients and staff are at the heart of everything we do. For over 100 years, the Infant Welfare Society of Chicago (IWS Family Health) has provided health care services to medically underserved and vulnerable Chicagoans. Today, we provide pediatric health, adult health, pediatric and family dentistry, prenatal Care, including CenteringPregnancy™, care coordination, counseling, behavioral health, speech therapy, occupational therapy, social skills groups, optometry. This model helps ensure access to comprehensive services for medically underserved families in Chicago.

Please submit cover letter and resume to HR at [hr@iwsfamilyhealth.org](mailto:hr@iwsfamilyhealth.org)

