

Job Title: Accountant/Bookkeeper (10-15 hrs/week)

Reports to: Chief Financial Officer

About the Cancer Wellness Center

With a presence in North/Northwest Chicagoland, the Cancer Wellness Center has been in the community since 1989 because of its unrelenting commitment to help cancer patients and their families. The Cancer Wellness Center has prided itself on being a reliable source of support and information for the cancer community. Healthcare partners have come to rely on the Center's services which are not available elsewhere in the community. To minimize the barriers for seeking necessary support, offerings focused on support, wellness and education are available free of charge. The Center serves both adults and children who are diagnosed with cancer, are the family member/caregiver of someone with cancer or have experienced the loss of a loved one to cancer.

The Opportunity

The Accountant/Bookkeeper will manage the day-to-day financial activities of the Center. They will be responsible for receivables and payables, daily cash management, and payroll administration. They will work closely with the Chief Financial Officer to ensure that all transactions are entered into Quickbooks on a timely basis and will provide reporting on an ad hoc basis. The Accountant/Bookkeeper will also assist with requested reporting during the Center's annual audit. They may also be called upon to assist with other administrative, human resource, or operational matters.

Key Responsibilities

- Records daily deposits from various fundraising sources
- Processes invoices and supports vendor management
- Manages payroll process through third party payroll provider
- Primary liaison for 401K administration
- Works with insurance broker to provide census for renewal
- Manages onboarding process for new hires, including set up in payroll
- Handles basic human resources duties as needed such as updating employee handbook and assisting with salary studies
- Provides other operational assistance, as needed

Experience and Education

- Experience using Quickbooks
- Bachelor's degree preferred
- Strong organizational skills and attention to detail
- Proficiency in Excel and Word
- Non-profit experience a plus

Cancer Wellness Center is an equal opportunity employer and will not discriminate against any employee or applicant based on race, color, creed, religion, gender, sexual orientation, national origin, age or disability. Salary is commensurate with experience.