

Job Title: Accounting and Gift Management Specialist

Reports To: CFO/Data and Analytics Manager

Classification: 25-30 hours/week

Location: Northbrook, IL

About the Cancer Wellness Center

Offering services free of charge to anyone impacted by cancer has been the hallmark of The Cancer Wellness Center since 1989. The Center offers decades of experience providing the Chicagoland community with the tools and support it needs to address both the physical and emotional distress components associated with a cancer diagnosis. This effort is realized through evidence-based programs and services designed to educate participants, develop their coping strategies, and strengthen their support network. Participants include cancer patients and survivors, family members of a loved one with cancer, and individuals who have experienced the death of a loved one to cancer. Support services are available in English and Spanish free of charge to all participants.

The Opportunity

The Accounting and Gift Management Specialist is responsible for daily accounting functions at the Cancer Wellness Center including, but not limited to, accounts payable, deposits and payroll administration. This role works closely with the CFO to follow nonprofit accounting practices and appropriate policies and procedures to minimize risk and safeguard the assets of the Center. This position also has primary responsibility for gift management, which includes gift entry from check donations and various electronic sources. In addition, this position will assist with human resource issues, acquisition of assets, building maintenance and improvements. It is estimated that this position will require 25-30 hours per week.

Principal Responsibilities:

1. Manage gift entry process from donations received via checks or other electronic means
2. Work with Data and Analytics Manager to ensure accuracy of donor gift records in database
3. Printing gift acknowledgment letters and tribute notices
4. Processing accounts payable and vendor administration
5. Track accounts receivable and bank deposits
6. Manage payroll process through third party payroll provider
7. Work with CFO to gather information for annual audit
8. Work with CFO to record financial information in accordance with General Accepted Accounting Principles
9. Make recommendations to improve internal controls and processes for gift administration, accounting, and payroll
10. Handle basic human resources duties as needed such as onboarding or terminations
11. Assist with administration of office operations, including vendor coordination for building repairs
12. Assist onsite with preparation of Center events, as needed

Experience and Education:

- Bachelor's degree in accounting preferred
- Experience in nonprofit accounting using QuickBooks preferred
- Experience with Raiser's Edge or other donor database preferred
- Strong organizational and analytical skills with strong attention to detail
- Proficiency in Word and Excel

Benefits

- Paid Time Off is offered
- Eligible for 401K Match, when offered at discretion of the organization
- Medical insurance is offered to eligible employees who work a minimum of 30 hours/week

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. Pay is commensurate with experience.

To apply contact: Susan Rosenbaum at rosenbaum@cancerwellness.org