



Job Opportunity: Accountant

Be a part of something great! The Great Lakes Adaptive Sports Association (GLASA), a progressive non-profit organization, is looking to add a talented Accountant to the team that will make a daily impact on the organization's finances.

GLASA, a \$1 million Not-For-Profit organization, impacts the lives of over 600 athletes in the Midwest. We strive to 'Let No One Sit on the Sidelines' and operate under a mission to promote and support the optimal development and well-being of youth, adults and military veterans who have a physical or visual disability through the provision of inclusive recreation, fitness and competitive sports activities.

The Accountant will report to the Executive Director and work directly with the Program Managers, Events and Competition Manager, Development Director, Grant Writer, Office Manager and GLASA Board. This individual will be responsible for all financial aspects of GLASA including accounting, payroll, financial planning and reporting, and treasury. The ideal candidate should have a Bachelor's degree in Accounting and a minimum of 5 years of relevant experience including knowledge of Microsoft Office and QuickBooks Desktop. Non-profit experience is a plus.

This is a full-time, salaried position. Work can be split between the office location in Lake Forest, IL and remote home office. GLASA's benefit package includes offerings of health, dental, vision and life insurances plus paid time off.

The specific responsibilities include:

Accounting

- Process and post Accounts Payable
- Manage Accounts receivable
- Close the monthly ledger, including final postings, trial balance and closing
- Coordinate annual audit with external auditors

Payroll

- Process semi-monthly payroll, including compensation and deduction management
- Generate 1099's, W2's
- Support various HR processes as required, jointly with the Executive Director

Financial Planning and Reporting

- Prepare monthly financial report for review with the GLASA management team
- Prepare and present monthly financials to the GLASA Board of Directors (6x per year)
- Manage the annual budget process in conjunction with the GLASA department leaders
- Assist in preparing fundraising applications and prepare regular reports to donors as required
- Perform analysis of results or projections as required to GLASA management and Board to support strategic plan development and decision making
- Assist in maintaining program statistics

Treasury

- Perform monthly reconciliations of various monetary platforms
- Manage reserve funds
- Manage credit card access, expenses, reconciliation, and controls
- Manage insurance needs of GLASA

Send resume and cover letter to:

GLASA, 27864 Irma Lee Circle, 101, Lake Forest, IL 60045 ATTN: Accountant info@glasa.org

No phone calls or recruiters please.