

February 2024

Senior Accountant

The American Library Association seeks to fill a senior accountant position in its Finance and Accounting department to handle month and year-end closing activities with analysis, assist with the annual audit preparation and General accounting functions. Reporting to the Controller, this position will also complete reconciliations and analysis on multiple bank accounts and account balances.

Key Responsibilities Include:

- Ownership of the Prepaid expense accounts
- Data Entry and preparation of journal entries
- Supplements Accounts Payable with the recording of cash advances
- Performing monthly balance sheet reconciliations
- Performing monthly bank account reconciliations
- Third party processor transactions
- Handle inquiries related to assigned accounts.
- Month end closing and year end audit assistance.
- Handle corporate credit card recording and reconciliation.
- Assisting the Controller with year-end analyses and special projects

This is a regular full-time position based in our Chicago office.

ALA staff are currently working on a hybrid schedule. Please note that although we have a generous telecommuting policy for our employees, we do not have any truly remote positions in states outside of our workplace sites.

ALA currently requires that employees be fully vaccinated as defined by the Centers for Disease Control and Prevention. Proof of vaccination will be required on or before start date.

All offers of employment are contingent upon satisfactory completion of a background check and proof of your eligibility to work in the United States.

Starting salary range negotiable from the mid-60s, based on relevant experience. ALA has an excellent benefit package that includes flexible work schedules, medical, dental, generous paid vacation and a retirement annuity and a 35-hour work week. You may also qualify for the Public Service Loan Forgiveness Program (PSLF).

FOR CONSIDERATION:

Apply online including a cover letter and resume.

Or

Send resume and cover letter to:

American Library Association
Human Resources Department
Ref: sracctantFinanceAccting
Email: mpullen@ala.org

The American Library Association is an equal opportunity employer: Disability/Veteran.

Required Education and Experience:

- Bachelor's Degree, in accounting, and/or a minimum of five years of diversified professional accounting experience, preferably with a member-based association.
- Experience working with spreadsheets, databases, and word processing software, as well as the willingness to learn new programs.
- Demonstrated experience using interpersonal skills to "troubleshoot" and problem solve.
- Ability to work effectively with others with competing priorities and deadlines.
- Strong organizational skills, including the ability to organize materials and information with attention to detail/ accuracy/ follow-through.