



CHICAGO AREA SERVICE OFFICE

180 N. Wabash, Suite 305
Chicago, Illinois 60601
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www.chicagoAA.org

Employment Opportunity

Bookkeeper / Staff Support

Purpose: The bookkeeper is responsible for the accurate and timely maintenance of the financial records of the Chicago Area Service Office (CASO), for the accounting and deposit of all revenues, for the timely paying of all bills and other proper charges against CASO, and for compiling and producing accurate financial reports.

Description of major responsibilities: Duties of the bookkeeper include but are not limited to:

- maintaining the general ledger * preparing bank deposits
- issuing receipts for all donations * processing all payables
- closing the books each month, adjusting entries, and producing monthly financial reports
- assisting other staff in conducting inventories of Bookstore merchandise
- assisting the financial auditors in the conduct of the annual audit
- maintaining financial histories of the Bookstore and major budget categories
- support CASO staff in various roles as delegated by Management

This is a full-time position, requiring about 40 hours a week. On extremely rare occasions, the bookkeeper may be asked to attend a meeting of the Finance Committee or one of its subcommittees. Other responsibilities may be assigned by the Office Manager.

Position requirements: The position requires two years of college-level accounting courses, or equivalent experience, with training in nonprofit or retail accounting a plus. The Bookkeeper must know how to set up books, create the four basic accounting statements, and comply with generally accepted accounting principles. Strong computer skills required, with proficiency in Microsoft Office Suite and a standard accounting software package, preferably QuickBooks and familiarity with QuickBooks POS package Or QuickBooks Online a plus. The bookkeeper must have excellent numeric, verbal, interpersonal and written communication skills. Must have at least three years of current, continuous sobriety.

Resumes are now being accepted Through January 29, 2019 . Include a cover letter directly addressing the job requirements and also provide references at time of application. CASO expects to make a prompt hiring decision. CASO positions are open to all qualified applicants. Resumes should be mailed, or emailed to:

Manager, Chicago Area Service Office
180 N Wabash Ave, Ste 305
Chicago, IL 60601

CASO@chicagoAA.org