

Job Title: Full-Time Finance Manager

Excellent Benefits Package. Salary Commensurate with Experience.

The Career Transitions Center of Chicago (CTC) is a volunteer-driven, non-profit organization providing employment support services to a vulnerable population of older job seekers. We serve the population of mid-career professionals who have been most deeply impacted by the recent wave of layoffs.

Position Overview:

The Finance Manager is responsible for the accounts payable & receivable, payroll, management of the agency budget, as well as data base management, managing client registration for programs and scheduling of coaches. Reports to the Executive Director.

Essential Job Functions:

- Manage & develop agency budget in coordination with the Executive Director
- Prepares monthly financial statements.
- Posts account receivables and account payables in Quick Books.
- Processes payments, donations and other banking deposits.
- Directs and manages acknowledgement of donations.
- Administers benefits and payroll in coordination with the Executive Director.
- Assists outside Auditor in conducting annual audit.
- Manages scholarship program and collects fees for services.
- Oversees operation and servicing of computers and office equipment; serves as liaison to IT support.
- Coordinates responses to telephone and walk-in inquiries regarding CTC services in conjunction with another staff member.
- Manages the process of new client registrations and client renewals.
- Oversees the scheduling of career coaches and registration/logistics for CTC programs.
- Administers use of office space, equipment, and services by clients.
- Co-maintains website including updates to the calendar and coaching bios.
- Manages client/donor database updates and maintains database integrity.
- Coordinates annual client success celebration and assists Executive Director with fundraising events.
- May perform other duties as needed.

Requirements:

- Bachelor's degree is required.
- Two years of prior experience in finance preferred.
- Experience in customer service, human resources helpful.
- Proficient in the use of QuickBooks, MS Word and Excel.
- Familiarity with and ability to use Access.
- Ability to manage multiple activities concurrently.
- Must be able to operate in a collaborative team environment.
- Excellent verbal and written communication and interpersonal skills.
- High energy and strong customer service focus.
- Drivers License.
- Ability to lift a minimum of 50 pounds.

Deadline: January 31, 2013

Please, no phone calls.

Please submit the following: a cover letter, salary history & expectations, and resume to Anita Jenke, Executive Director, at ajenke@ctcchicago.org