



BOYS & GIRLS CLUBS OF SOUTHERN ILLINOIS

Available Position: Part-time Financial Assistant

We are seeking a highly organized and detail-oriented financial assistant to join our team. Knowledge of general accounting and bookkeeping practices, as well as a strong work ethic, are required. This person will collaborate with the Director of Finance to complete day-to-day tasks to support and achieve the goals of the Boys & Girls Clubs of Southern Illinois.

Key Roles (Essential Job Responsibilities):

- Help with financial data entry and general bookkeeping
- Manage data, records, and reports by checking for errors and verifying accuracy of information
- Prepare receipts, vouchers, invoices, etc. for entry into data sheets
- Assist with payroll and keep detailed records of reports
- Independently prioritize daily tasks and responsibilities
- Provide stellar customer service to our clients and be informed on all organization policies and procedures (including data privacy)
- Assist with audits as necessary
- Adhere to current accounting/finance laws and regulations

Skills/Knowledge/Experience:

- 1+ years of accounting experience, Associate Degree preferred
- Excellent attention to detail and outstanding organization/planning skills
- Excellent judgment (recognizes critical problems and/or anticipates potential problems)
- Strong grasp of basic accounting knowledge and bookkeeping procedures
- Excellent computer proficiency with Excel and intermediate skills in MS Suite

- Familiarity with accounting software (e.g. QuickBooks)
- Excellent time management skills
- Exceptional communication skills, verbal and written
- Thrives working both independently (a self-starter) and collaboratively
- Dependable, respectful and consistently works to uphold organization ethics and standards

BGCSI is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

Email or send resume & cover letter to:

Boys & Girls Clubs of Southern Illinois
Attn: Monique House, Director of Finance
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