



Accountant

Spertus Institute of Jewish Studies

Responsibilities include:

- Performance of monthly closings and related reconciliations
- Account analysis and reconciliations
- Recording of daily and monthly journal entries
- Accounts payable/vendor processing
- Accounts receivable
- Expense report processing
- Monthly report preparation
- Preparation of financial statements and reports to administration, board of directors, and/or governmental agencies as required
- Assistance with development and monitoring of budgets, budget amendments and revisions

Management of annual audit process

- Preparation of pre-audit workpapers
- Resolution of audit issues
- Preparation of draft audited financial statements and review of related reports for accuracy
- Assistance in the preparation of the annual returns: Forms 945, 990, 5500, 1099-M, 1099-R, and 1098-T

Other

- Preparation of reports to the Jewish Federation of Metropolitan Chicago, including quarterly requests for Project Endowment Fund (PEF) distributions, annual budget, and other analyses on an as-needed basis
- Assistance to the Spertus Development Department with government, foundation, and private grant reporting
- Other projects as assigned

Position Requirements:

- Minimum of seven years of accounting experience
- Bachelors in Accounting
- Excellent written and verbal communication skills

Preference will be given to candidates who have:

- Nonprofit experience
- CPA
- Knowledge of Blackbaud's Financial Edge and Raisers Edge

This is a full-time position with occasional evening and Sunday work. Health, dental and pension benefits included in compensation package.

Please send cover letter and resume to:
Human Resources at hr@spertus.edu

NO PHONE CALLS PLEASE.



About Spertus Institute of Jewish Studies

Founded in 1924 as Chicago's College of Jewish Studies, **Spertus Institute** today offers an innovative, non-denominational array of specialized and public programming, grounded in Jewish thought, inspired by Jewish values, and resolutely relevant to people's lives.

Spertus offers accredited graduate-level degree programs in areas that are critical to the Jewish and wider communities—including Jewish studies, leadership training, and nonprofit management. Recognizing that learning is sparked by many points of entry, programming at Spertus also includes cultural and continuing education offerings, such as lectures, seminars, exhibitions, concerts, and films. Partnerships and collaborative relationships in the Jewish, academic, philanthropic, and cultural arenas further allow Spertus to serve as a portal for diverse learning opportunities.

The Institute cultivates an atmosphere of lively discourse. We often hear from students and participants that their experiences at Spertus are inspiring and even transformative. That is by design, because the Institute pursues cutting-edge best practice in everything it does. This results in meaningful, important opportunities for personal and professional growth for constituents and communities.

In 2007, an innovative new Spertus building—designed by Chicago's Krueck + Sexton Architects—was opened at 610 S. Michigan Avenue in the heart of Chicago's historic academic and cultural corridor. This award-winning building, which serves as the main Spertus campus, features state-of-the-art classroom, theater, exhibition, and library spaces, plus collections' storage for art, archives, books, music, and film.