

PREVENTION FIRST

ACCOUNTING ASSISTANT

POSITION SUMMARY

This position will perform various administrative and basic accounting tasks, including processing financial and administrative forms and information. This position will support the Chief Financial Officer.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Maintains accounts payable. Review all invoices, expense vouchers, and credit card transactions. Processes payments and tracks invoices.
- Reconciles monthly corporate credit card bill. Monitors employee credit cards. Assists employees with credit card issues.
- Processes consultant contracts for all programs. Ensures compliance with federal regulations. Maintains records/files for each contract, including proper W9 documentation for all consultants and vendors. Processes and ensures distribution of 1099s at calendar year-end.
- Prepares and makes bank deposits. Oversees the preparation of invoices. Monitors accounts receivable, ensuring payments are received from customers.
- Reconciles bank statements or performs other duties to ensure adequate internal controls are being followed.
- Assists in preparing monthly grant expense reports.
- Prepares basic accounting journal entries.
- Prepares a variety of forms, documents, contracts, and correspondence.
- Enters timesheet data into allocation reports each pay period.
- Demonstrates a commitment to valuing diversity and equity and contributing to an inclusive working and learning environment.
- Maintains and organizes file and record-keeping system.

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POSITION QUALIFICATIONS

Associates degree or technical school training in business administration, accounting, or a related field with two to three years of related experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities. Must have strong attention to detail with consistency, accuracy, and ability to multitask. Proficiency in Microsoft Office Suite, particularly in Excel.

DESIRED SKILLS AND ABILITIES

- Attention to Detail – Ability to achieve thoroughness and accuracy when completing a task.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.
- Creative - Ability to produce new concepts, ideas, and solutions.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.

ABOUT PREVENTION FIRST

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to advance efforts to promote healthy behaviors and prevent substance misuse in every community through a variety of evidence-based and collaborative approaches, including training, support, and public awareness. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services throughout the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- Medical, dental & vision
- 401(k) plan (eligible after 90 days, vested after 1 year)

This is a full-time, FLSA-nonexempt position, reporting to the Chief Financial Officer. This position is for our Springfield office with a potential hybrid option. The salary range is \$41,000 - \$45,000.

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other unique characteristics that make us different.

APPLICATION

We strongly encourage people from underrepresented groups to apply. Please e-mail your cover letter and resume to humanresources@prevention.org.