



Bookkeeper (part-time)

The Refugee Center is looking for a Bookkeeper to join our team in supporting refugee and immigrant clients with resettlement.

The Refugee Center, with an office in Champaign, IL, exists to provide services essential to refugee and immigrant resettlement in East Central Illinois, and to aid in the exchange and preservation of their respective cultures. Globally aware but locally focused, our professional, compassionate staff provide interpretation services and advocacy in court hearings, doctors' appointments, school conferences, and other settings. For 40 years, we've helped people find stability in their new homes through counseling, tutoring, community health programs, and support in completing paperwork for work, school, and government programs.

The Bookkeeper will be an essential member of our Operations team, ensuring smooth and accurate financial workflows and outcomes. The Bookkeeper is a part-time position for a growing nonprofit that has reached an operating budget of \$1 million per year, including staff payroll, program expenses, and direct assistance payments for clients. Currently, we anticipate the work to be about 20 hours per month on average with more time for the audit cycle. The role will report to the Assistant Director of Operations

Responsibilities:

- Financial Management
 - Oversee General Ledger activities, including reviewing posted Accounts Receivable and Accounts Payable journal entries
 - Complete monthly bank and credit card reconciliation
 - Process semi-monthly payroll
 - Administer bi-weekly check run
 - Generate fiscal reports on both a monthly and ad hoc basis
 - Track and monitor expected Account Receivable schedules
 - Support the budgeting process by drafting grant budgets
 - Support grant reporting process, including financial reports and documentation
 - Lead support on the annual financial audit process
 - Complete annual reporting and filing, such as 1099s and 990
 - Present and answer questions from the Board of Directors when needed
- Financial Systems
 - Advise and maintain chart of accounts

- Advise and implement practices around financial best practices and funder requirements
- Ensure overall financial system integrity
- Provide financial strategy and system guidance as required

Qualifications:

- Experience working in an Accounting, Finance, Bookkeeping, and/or a related field
- High level of organization and attention to detail
- Experience with bookkeeping standards and strong knowledge of GAAP
- Strong commitment to financial integrity and an understanding of how accuracy in finances are connected to clients' needs, employees' livelihoods, and our organization's financial health and good standing
- Excellent internal communication skills, including good follow through and responsiveness
- Upholds a high level of confidentiality and empathy
- Proactive and solutions focused
- Excellent judgment, proactive decision making skills, and ability to prioritize tasks
- Proficiency with computers and cloud-based systems, especially the Google Suite
- Passion for our mission of supporting and empowering refugees and immigrants

Nice to have:

- Experience working at a nonprofit organization
- Familiarity with accounting, payroll, and/or HRIS systems, especially Quickbooks
- Experience with payroll administration
- Working proficiency in a second language, especially if used in the communities we serve
- Experience working with people from different cultures

Compensation & Benefits:

- Pay rate will range from \$25/hour less applicable withholdings

If interested, please apply to jobs@trc-cu.org with your resume. No phone calls please.