



National Latino Education Institute

2011 West Pershing Road
Chicago, Illinois 60609
www.nlei.org

Position Announcement

Position: **Bookkeeper**

Summary objectives: Supports general accounting and administration functions. Performs daily accounting tasks, including accounts payables and accounts receivables in a timely and accurate manner.

Responsibilities:

1. Supports the mission of NLEI.
2. Upholds organizational policies and data integrity.
3. Conducts monthly bank reconciliations.
4. Enters data and keeps organizational accounting platform current.
5. Records transactions in a timely and organized manner including the documentation of verification for balancing receipts.
6. Prepares invoices and conducts billing including public funding vouchers and Individual Training Accounts.
7. Maintains updated student ledger cards in accordance with institutional accreditors and federal guidelines.
8. Assist with payroll processing.
9. Maintains and updates purchasing inventory.
10. Conducts operations of Accounts Payables, ensuring internal controls and manages collection of Accounts Receivables.
11. Prepares checks for payments as needed and authorized.
12. Assists with bank deposits.
13. Supports a variety of required audits.
14. Ensures accurate mathematical computation of data.
15. Generates reports for funding sources, accreditation and regulatory bodies as needed.
16. Provides timely production of financial information for management.
17. Provides support in the assemblage and budgeting processes, grant proposals and grant close-outs.
18. Attends professional development activities and meetings as needed.
19. Complies with federal, state and accreditation requirements. Ensures completeness, accuracy, and security of files, documents and reports.
20. Provides the highest level of customer service to business partners, participants, students, team members, donors and all patrons. Responds (both on site, remotely, by phone and/or e-communication daily) to requests via e-mail, telecommunications or by in-person contact when appropriate.
21. Adheres to organizational pandemic safety precaution procedures.
22. Other duties as deemed necessary and appropriate.

Qualifications:

- Good knowledge of fund accounting, and cost allocation.

Mission:

The National Latino Education Institute advances our community's economic independence through market and results driven education, training, employment, and advocacy.

- A minimum of an Associate's College degree from an accredited school. Equivalent combination of education and experience will also be considered.
- 2 -3 years of relevant experience.
- Up to date working knowledge of QuickBooks software.
- Proficient in Microsoft Excel.
- High standards of ethics and integrity.
- Experience with Title IV a plus.
- Intermediate proficiency in Microsoft Office Suite, database management.
- Able to learn a variety of online reporting platforms (public and private).
- Excellent written and verbal communication skills.
- Experience with public and private grants a plus.
- Ability to meet deadlines efficiently.

OTHER SKILLS and ABILITIES:

Interact in a pleasant and professional manner. Ability to work well under pressure, manage multiple priorities, set and meet deadlines and manage unexpected situations. Previous experience beneficial. Strong technology skills necessary.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret business communications, financial reports, legal documents, and some government reports. Ability to respond to common inquiries or complaints from students, regulatory agencies, or members of the business community. Ability to write correspondence. Ability to effectively present information to students, top management and/or public groups.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables.

To Apply contact: resumes@nlei.org

About NLEI:

Incorporated in 1972, NLEI is a nonprofit 501 (c) (3). NLEI is a unique organization as it is an education institution and a nonprofit community-based organization serving the LatinX community and underrepresented populations. NLEI offers programs that are nationally accredited and approved by the IL Board of Higher Education, the U.S. Department of Education, a partner of the American Jobs Center, the IL Veterans Administration and a National Center for Competency Testing (NCCT). NLEI also provided community workforce services and has a myriad of credentialing partners and industry relationships.
E/O/E

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