

Job Title: Junior Accountant



Reports to: Project Director

Location: Illinois (Hybrid: Remote and Onsite)

FLSA Status: 50% FTE

Effective Date: October 1, 2025

Position Summary: The Junior Accountant will provide accounting and administrative support for the successful financial management of the federally funded grant under HHS-ACF-OFA-ZB-0109. This role will assist with day-to-day financial operations, maintain accurate records, and ensure compliance with grant and organizational fiscal policies. Salary is \$22,500 per year per federal funding for 20 hours per week.

Essential Duties and Responsibilities:

- **Accounting & Bookkeeping**
 - Record and reconcile financial transactions including accounts payable, receivable, and credit card activity.
 - Prepare and process invoices, purchase orders, and employee reimbursements.
 - Track, verify, and organize receipts for all grant-related expenditures to ensure accurate reconciliation and audit readiness.
 - Upload, label, and maintain digital and physical records of receipts, invoices, and reimbursement documentation.
- **Grant Financial Support**
 - Assist with tracking expenses by funding source and ensure proper allocation of costs per federal grant requirements.
 - Help monitor budget variances and generate periodic budget-to-actual reports.
 - Support documentation and reporting for federal compliance.
- **Auditing & Reporting**
 - Prepare documentation for external audits and internal reviews.
 - Maintain organized financial records and backup documentation as required by funders.
- **System & Vendor Management**
 - Maintain vendor files and assist in ensuring timely vendor payments.
 - Support the maintenance of QuickBooks and grant reporting platforms.

Minimum Qualifications:

- Associate's degree in Accounting, Finance, or related field (Bachelor's preferred).
- 1–2 years of experience in accounting or bookkeeping, preferably in a nonprofit or grant-funded setting.
- Familiarity with federal grant compliance and reporting preferred.
- Strong attention to detail, time management, and organizational skills.
- Proficient in QuickBooks, Excel, and accounting software.
- Have legal permanent residency or U.S. citizenship (ie. proof of authorization to work in the U.S.)
- Prolonged periods of working on a computer.
- Acknowledge Family Bridges Statement of Faith.

Compensation:

Salary is in line with federal grant budget guidelines. PTO per state guidelines and 401K option included following the probationary period. Position contingent on funding.