

Staff Accountant Center for Neighborhood Technology

Organizational Background

Founded in 1978, the Center for Neighborhood Technology (CNT) is an award-winning “innovations laboratory for urban sustainability.” CNT develops, tests, and replicates innovative programs and policies that make urban communities more livable, affordable, and sustainable.

As a creative ‘think-and-do’ tank, CNT researches, promotes, and implements strategies to improve the both the economy and the environment, and reduce the cost of living, particularly for economically disadvantaged households and communities. CNT’s unique approach combines cutting edge research and analysis, public policy advocacy, the creation of web-based information tools for transparency and accountability and the advancement of social ventures, all aimed at addressing urban sustainability in new and effective ways. For example, CNT’s Housing + Transportation Affordability Index for the first time quantifies household transportation costs at a very local scale, enabling policymakers to consider transportation costs as a component of overall housing affordability; then, CNT promotes policies, programs, and investments that can reduce combined Housing+Transportation costs and create more affordable communities.

CNT works in four primary areas: transportation and community development, natural resources, energy, and climate. CNT’s two non-profit affiliates, I-GO Car Sharing and CNT Energy, develop and market energy efficiency and car-sharing services to consumers and building owners, providing direct economic and environmental benefits. CNT and its affiliates have a full-time staff of 60 and an 18-member board of directors.

CNT received a MacArthur Award for Creative and Effective Institutions in 2009.

Position Description

The Staff Accountant will be primarily responsible for the month-end close process, reconciliation of general ledgers for three separate legal entities, maintenance of Revenue and AR systems, maintaining support schedules for specific accounts, managing the annual audit process, and other duties as assigned.

The Staff Accountant reports to the Chief Financial Officer and supports the accounting department in providing financial reports to managers, board, and other staff members.

Duties and Responsibilities

- Ownership of general ledger for the three separate CNT reporting entities
- Month-end close and associated financial statement preparation
- Preparation of detailed balance sheet account reconciliations
- Preparation of detailed accounting support for annual audit, including:
 - AR confirmations
 - Revenue reconciliation
 - Detailed trial balance analysis
 - Budget and prior year variance analysis
 - Payroll reconciliations
- Adjusting journal entries to reconcile general ledgers
- Maintain contracts and grants schedules
- Maintain offline Revenue and A/R system for contracts and grants
- Preparation of financial reports for grant reporting
- 401k remittance, ACH draws for federal grants, city & state sales tax remittance
- Backup for Accounting Assistant
- Respond to any IRS related issues, participate in grantor audits

Qualifications

The Staff Accountant will demonstrate and possess many of the following qualifications:

- Experience and knowledge of general ledger and financial statements
- Experience in revenue and accounts receivable functions
- Government contract experience
- Knowledge of MIP Fund Accounting system
- Non Profit, cost allocations, and A-133 experience
- Knowledge of MS Office
- Strong interpersonal and communication skills
- Detail oriented
- Ability to create systems that improve efficiency and internal controls

Personal Characteristics

This position requires a person of intelligence and integrity who is highly motivated and team-oriented; enjoys analytical work and processes involving many people and issues; has demonstrated a commitment to CNT's goals and mission; can work under deadlines and maintain a cooperative spirit in a demanding work environment; and has a sense of humor.

Anti-Discrimination Policy

The Center for Neighborhood Technology is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training.

How to Apply:

Please submit resume, cover letter, and salary history by July 31, 2010 to Human Resources, Center for Neighborhood Technology, 2125 West North Ave. Chicago IL 60647. Electronic submissions to bridget@cnt.org. Please write Staff Accountant in the subject line or on the envelope. NO PHONE CALLS PLEASE.