

Job Opportunity
American Red Cross
Illinois Capital Area Chapter

The Illinois Capital Area Chapter of the American Red Cross has the following position available.

Accounting Coordinator
Part time (25 hours per week Monday - Friday hours are flexible)

SKILL REQUIREMENTS:

- Excellent interpersonal, organizational, and time management skills.
- Basic Accounting skills.
- Possess self-motivation and the ability to work effectively in deadline and pressure situations.
- Proven management ability.
- Ability to work in a team setting with much flexibility.
- Ability to analyze and assess program feasibility.
- Ability to ascertain instructions given in writing or verbally.
- Ability to manage and organize multiple tasks.
- Working knowledge of Microsoft Office programs.

Responsibilities Include:

- Responsible for the weekly processing of accounts payable.
- Performs monthly sub ledger maintenance
- Responsible for accounts receivable collection
- Works effectively with other departments to ensure delivery of information requested
- Assists Chapter Operations Manager with administrative activities of the department.
- Responsible for compiling all statistical data for programs on a monthly basis as instructed by Chapter Operation Manager.
- Assist with tasks otherwise assigned by supervisor.

For a complete job description and/or to apply, send resume with salary requirement to:
recruiterD7@usa.redcross.org **MUST include position title and desired location in subject line**