



- NOW HIRING -

ILLINOIS FIRE SAFETY ALLIANCE ADMINISTRATIVE ASSISTANT (PART-TIME)

The Illinois Fire Safety Alliance (IFSA), located in Mount Prospect, Illinois, is a non-profit organization that is dedicated to fire safety, burn prevention, and supporting burn survivors. Through partnerships along with bringing together volunteers and supporters, the IFSA strives to meet its mission in an ethical, compassionate, and professional manner.

DESCRIPTION:

Under the supervision of the Executive Director, this position's primary function includes accounting and bookkeeping services while also providing additional administrative support in a small office setting.

ESSENTIAL FUNCTIONS:

- Maintain (paper and electronic) accounting records, including:
 - Preparing and posting transactions
 - Accounts receivable and accounts payable
 - Bank reconciliations
- Bi-weekly payroll processing
- Process Federal and State tax payments
- Process Federal and State Contribution and Wage Reports
- Year-end W-2 and W-3 processing
- Compile financial reports and statements for Board of Directors meetings
- Assist auditors in annual audit process
- Donation recording and tax receipt preparation via Blackbaud eTapestry (donor management software)
- Manage and redirect incoming calls and general emails
- Administratively support fire prevention efforts and burn survivor support programs
- Work effectively with staff to support various IFSA-sponsored events and activities
- Maintain and control office supply inventory

QUALIFICATION REQUIREMENTS:

- Highly proficient in QuickBooks account software required
- Proficient in Microsoft Office Professional (Outlook, Word, Excel, Publisher)
- Knowledge of Blackbaud eTapestry donor management software desired, not required
- Excellent communication skills, both verbal and written
- Well organized, detail-oriented, flexible, and the ability to work with confidential information
- Ability to maintain office and file systems, both paper and electronic
- Strong professional image on behalf of the organization
- Bachelor's Degree or commensurate experience
- 2 years of experience in an administrative support position
- Non-profit experience desired, not required

Illinois Fire Safety Alliance

www.IFSA.org

HOURS/SALARY/BENEFITS:

Flexible two (2)-day a week work schedule between Monday and Friday 8:00 a.m. - 5:00 p.m. (16 hours). \$18.00/hour (\$14,976 annually). There are no available benefits with this position, including but not limited to health insurance and retirement plan. This is a part-time, non-exempt position.

HOW TO APPLY:

Email résumé, cover letter, and contact information for 3 work-related references in PDF form to:

Email Address: ifsa@ifsa.org
Subject Line: Administrative Assistant Position

RESUMES WILL BE REVIEWED UNTIL THE POSITION IS FILLED

The Illinois Fire Safety Alliance is an equal opportunity employer