

## Staff Accountant

### ABOUT CTBUH

The Council on Tall Buildings and Urban Habitat is a nonprofit organization dedicated to smarter, more sustainable cities and a more viable future for global populations. CTBUH convenes the shapers of cities, providing the knowledge and resources that will transform cities into dense and livable centers of innovation.

### WHO WE'RE LOOKING FOR

We are seeking an experienced financial professional to handle responsibilities such as accounts payable, accounts receivable, financial reporting and audits, timekeeping, internal control systems, and complex Excel documents. The Staff Accountant is also responsible for managing inventory, processing publication sales, and maintaining confidential records, office systems, and reports. This position reports to the Vice President of Administration and Finance.

### POSITION LOCATION

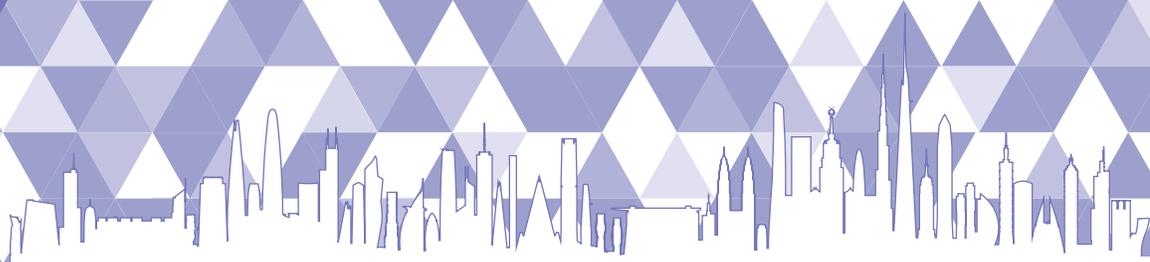
CTBUH is headquartered in Chicago, Illinois, with offices in Italy and China. This position is located in Chicago. Currently, staff are working mostly from home due to the pandemic. This position will need to work onsite in our Chicago office at least one day per week.

### ESSENTIAL RESPONSIBILITIES

- Supports the head of finance and administration with all bookkeeping and accounting duties in Quickbooks, including accounts payable, accounts receivable, banking, and accounts management
- Assists in preparation and ensure accuracy of all financial statements on a monthly basis. Research and prepare routine and ad hoc reports, including monthly and quarterly financial reports, as well as annual financial, membership, and employee time/cost reports utilizing various software programs
- Assists with annual financial audit
- Oversees publications inventory, processing publication sales, including customer correspondence, detailed record keeping, shipping logs, and quarterly inventory audits, as well as periodicals and resource library inventory and maintenance
- Supports the China and Venice Office program directors and their staff with account tracking and conversions for monthly and annual reporting and audit of international program financial statements
- Assists with budgeting and reports for international meetings, conferences and other events/initiatives
- Assists with staff time reporting submissions, monthly logs, and time/cost collation

*(Continued on next page)*





## REQUIRED QUALIFICATIONS

- Bachelor's degree in accounting or business required
- Performance driven, works well in a fast-paced environment
- Excellent communication skills, both written and oral
- Proficient with Microsoft Word, Excel, and Outlook
- Experience with Quickbooks Online
- Highly detail-oriented and well-organized
- Excellent communicator
- High degree of accuracy recording data

## PREFERRED QUALIFICATIONS

- International experience
- Salesforce experience
- Nonprofit or association experience
- PowerPoint
- Adobe Creative Suite

## EQUAL OPPORTUNITY EMPLOYER

We believe at CTBUH that our work benefits from the diverse perspectives of our staff and the community we serve. We encourage applicants to review our diversity statement at [ctbuh.org/edi-committee-statement](http://ctbuh.org/edi-committee-statement).

CTBUH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## HOW TO APPLY:

Qualified applicants should send cover letter and resume to: [careers@ctbuh.org](mailto:careers@ctbuh.org).