

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 Finance and Administration.

POSITION LOCATION

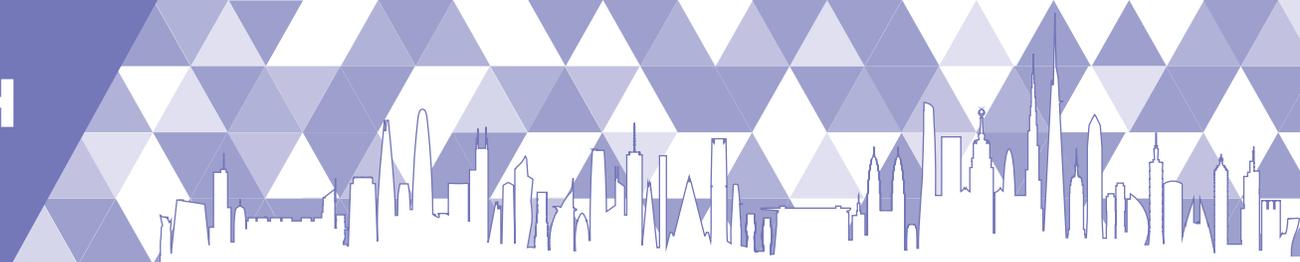
CTBUH is headquartered in downtown Chicago, Illinois, with offices in Italy and China. This position is in the Chicago office, and will need to work onsite in our Chicago office at least four days per week. CTBUH does offer the work-from-home option on Fridays as an employee benefit.

ESSENTIAL RESPONSIBILITIES

- Supports the head of Finance and Administration with all bookkeeping and accounting duties in QuickBooks Online, including accounts payable, accounts receivable, banking, and various organizational accounts management.
- Oversees and ensures accounting policies are followed and internal controls are maintained in all receipts and accounting procedures.
- Assists in preparation and ensures accuracy of all financial statements, including monthly, quarterly, and annual financial statements. Assists with departmental financial reports, including membership, research sponsorships, and event registrations, utilizing various software programs. Researches and prepares routine and ad hoc reports.
- Assists with annual financial audit.
- Oversees onsite publications inventory; processes 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 financial reporting, and audit of international program financial statements.
- Assists with budgeting and reports for international meetings, conferences, and other events/initiatives.
- Assists with other office administrative duties as assigned.

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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
- Highly detail-oriented and well organized
- High degree of accuracy recording data
- Proficient with MS Excel, Word, and Outlook
- Experience with QuickBooks Online

PREFERRED QUALIFICATIONS

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

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.

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.