



1113 S. Milwaukee Avenue, #104
Libertyville, IL 60048
(847) 367-5991
www.CounselingForAll.org

Part-Time Accounting/Office Manager Position

Overview:

Youth & Family Counseling (YFC) is an outpatient counseling center that offers individual, couple and family counseling to children, adolescents and adults from all walks of life, out of our offices in Libertyville, as well as in community settings. The organization is known for its high standard of care and the accessibility of its services.

We are seeking a part-time Accounting/Office Manager to support our growing practice. This is a wonderful opportunity to use a variety of professional skills, join a fast-paced team, and be a part of a thriving organization.

Responsibilities:

- Record daily income, conduct reconciliations on daily and monthly basis, and act as liaison with billing company;
- Manage accounts payable;
- Support month and year-end close and audit;
- Assist with employee onboarding and exiting including benefit enrollment and tracking;
- Maintain inventory of office supplies and manage purchasing;
- Manage phone and copier systems;
- Maintain donor database and generate donor acknowledgement letters;
- Provide support for special events.

Job Requirements:

- Accounting experience and knowledge of general ledger structure, journal entries and accounting principles;
- Experience working in QuickBooks and Excel;
- Ability to work five days a week;
- Detail oriented;
- Ability to work independently and solve problems;
- Willingness to adapt, learn and flex to accommodate changing business needs;

YFC offers flexible scheduling, a supportive environment that encourages growth, and rewarding work. This position is part-time (20 hours per week) and reports to Youth & Family Counseling's Director of Finance & Administration. Salary: \$17-\$20/hour

To apply, send resume and cover letter to:

Heather Farlee
Director of Finance & Administration
Youth & Family Counseling
hfarlee@CounselingForAll.org