

**Request for Qualifications
Experienced Accountant**

(Released May 18, 2011; Response Deadline: June 3, 2011)

I. General Information

Housing Action Illinois is a statewide membership-based coalition formed to protect and expand the availability of quality, affordable housing throughout Illinois. Housing Action fulfills its mission through 3 program areas: Training & Technical Assistance; Public Education & Organizing; and Public Policy Advocacy. We are currently accepting proposals for an accountant experienced with working with 501(c)(3) not-for-profit organizations to provide hourly services on an on-going basis.

II. Scope of Work

The accountant is a key member of Housing Action's leadership team who is expected to become intimately familiar with the organizations' operations, fundraising and program goals and activities. The position requires experience working with non-profit organizations, including those that lobby, good communication skills, adherence to deadlines, attention to detail, and a business-minded approach to nonprofit management. The accountant will be responsible for working with in-house staff, particularly the Executive Director and bookkeeper, to ensure appropriate accounting control procedures are adhered to and to prepare accurate and timely financial reports, both for the organization generally and for specific grants.

Specific duties will include:

- Compiling and analyzing financial information to prepare financial statements including monthly and annual accounts.
- Working with in-house staff to ensure accurate and appropriate recording and analysis of revenues and expenses.
- Meeting all financial reporting deadlines, including grant-specific (private and public) financial reports and payment requests.
- Assisting the Executive Director to develop the annual budget and to provide on-going management and support of budget analysis and forecast activities.
- Assisting the Executive Director and Development Director to develop grant-specific budgets and financial reports.
- Working with in-house staff, independent auditor and Board Audit Committee to complete annual audit and tax filings on a timely basis.
- Assisting in-house staff to resolving accounting issues that may arise.
- Working with in-house staff to ensure that financial records are maintained in compliance with accepted policies and procedures, including the organization's financial policies and procedures manual.

III. Qualifications and Requirements:

- Accounting or Finance degree; CPA highly desirable.
- 7+ years experience working in similar capacity with non-profit organizations.
- Demonstrated understanding of accounting and bookkeeping, especially with non-profit organizations.
- Experience with federal and state government grants, in particular U.S. Dept. of Housing and Urban Development (HUD) grants, highly desirable.
- Strong interpersonal skills, ability to communicate and manage well with all organizational staff members.
- Highly detailed- and deadline-oriented.
- Strong problem solving and information management skills and the ability to exercise sound judgment.

- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- A willingness to be proactive and offer new ideas; a creative problem-solver.
- Quickbooks proficiency required (Mac environment) and ability to work effectively remotely.
- A commitment to achieving social justice.

IV. Content of Proposal

- Name and contact information of respondent.
- A resume.
- A description of services to be provided, amount of time generally required for each task, and general availability (e.g., on a weekly and monthly basis).
- A brief explanation of the depth and breadth of knowledge of accounting for non-profit organizations, including examples of experience.
- Hourly rate for services and a list of any other fees and expenses.
- A list of three references that have received similar services.

V. Independent Contractor Status

This accountant position is an independent contractor of Housing Action Illinois, and not an employee.

Deadline for accepting proposals is Friday, June 3, 2011.

Please direct proposals to

Sharon K. Legenza
Executive Director
Housing Action Illinois
11 E. Adams, Suite 1601
Chicago, IL 60603

Or email to: sharon@housingactionil.org

We appreciate your time and effort in submitting a proposal and look forward to the opportunity to work with you.