

August 2020

**Have bookkeeping, accounting and grants management experience? Looking for a challenging career where you can help make families safer and unite others to end domestic violence?** The Illinois Coalition Against Domestic Violence (ICADV) is seeking a Fiscal Coordinator. This position provides resources and support to over 50 local domestic violence victims' service organizations throughout Illinois, helping them provide the highest quality, victim-centered services to survivors of domestic violence and their children while adhering to government grant guidelines and requirements. Your fiscal expertise is a way to contribute to making communities safer and will have a statewide impact at ICADV. Come join our team!

We are currently seeking two Fiscal Coordinators who are responsible for:

- Conducting ongoing fiscal monitoring of ICADV grant recipients;
- Developing and providing assistance on complex spreadsheet templates;
- Providing assistance to subrecipients for implementation of and ensure compliance with government grant requirements;
- Completing and filing grants reports;
- Working with other members of technical assistance team on monitoring issues; and
- Providing support for funded agencies implementing generally accepted accounting principles and grant guidelines.

**Applicants must have three to five years of bookkeeping and/or accounting experience, not for profit experience preferred but not required.** To apply, submit your information through [this webform](#) or send resume with a cover letter to [conlon@ilcadv.org](mailto:conlon@ilcadv.org) or mail to 806 S. College, Springfield, IL 62704 Attn: Sarah. ICADV is an equal opportunity employer and strives to achieve diversity among its staff which represents the diversity of the programs and individuals which it serves. Successful applicants must be able to thrive in a fast paced, cooperative, nonsmoking, feminist environment. Fiscal Coordinator is a full time, nonexempt position with generous benefits offered.

- Attachments:
  - Fiscal Coordinator job description