

Finance Coordinator

Who We Are

For over 30 years, Michael Reese Health Trust has focused on improving public health. Our core principle - that all Chicagoans should have equal access to health solutions - has never wavered. Health is more than being physically well. It's having a safe home free of violence, a secure place to live and a stable job to pay the bills.

By prioritizing the areas of Domestic Violence, Homelessness and Health Workforce, Michael Reese addresses the root causes of issues preventing individuals and communities from reaching and maintaining health. We honor our Jewish Legacy by investing in capacity building of Jewish-led organizations. We use our three tools - Advocacy, Grantmaking and Incubation - to advance our priority areas to create lasting change. Learn more by visiting wearemichaelreese.org.

Position Summary

The Finance Coordinator supports the Chief Financial Officer and Chief Investment Officer in day-to-day operations and financial reporting as well as interrelated areas of board relations and the office of the President and CEO. We are seeking an efficient, highly organized individual with great attention to detail.

- Work with CFO/CIO and Board Committee Chairs to plan, schedule and facilitate all assigned Board Committee meetings; prepare and distribute meeting information and take meeting minutes
- Assist the CFO/CIO in preparation of workpapers for our outside auditors and tax preparers
- Assist CFO/CIO with accounts payable duties and reconciliation of monthly credit card statements
- Manage vendor relationships
- Maintain financial records such as investment, bank and credit card statements
- Work with CFO/CIO to maintain proper documentation of transactions in our financial software system
- Work on special projects as they arise
- Provide administrative and operational support to the CFO/CIO through calendar and meeting management and supporting correspondence and communications

Qualifications



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- Commitment to and passion for Michael Reese Health Trust's mission and values
- Bachelor's degree (or commensurate experience) preferred
- Bookkeeping or accounting experience preferred
- Exceptional attention to detail, time management and organizational skills
- Excellent technology skills including knowledge of Microsoft Office programs (including Outlook, Word, Excel, PowerPoint); Excel experience is a must
- Experience with financial software preferred, such as Blackbaud Financial Edge
- Demonstrated ability to learn new technology systems
- Excellent written, verbal and interpersonal communication skills
- A proactive approach and outcome-focused mindset, flexible and focused on solutions
- Capacity to build strong relationships with different types of individuals
- Ability to work effectively both independently and as a member of a team

Work Environment

- This is a full-time, exempt position based in Chicago
- Our team works a combination of remote and in-office. It is expected the employee will work in-office at least one day per week in downtown Chicago
- While performing the duties of this job, the employee is regularly required to talk or hear and use hands to operate office equipment such as computers, phones, photocopiers, scanners, filing cabinets
- Workplace is a smoke-free and drug-free environment
- Equal employment opportunity and having a diverse staff are fundamental principles at Michael Reese. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, ethnicity, color, creed, religion, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability or any other factor determined to be unlawful by federal, state or local statutes

Compensation



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- Salary range is between \$60,000-\$70,000 per year, excellent benefits package (including paid time off, health, dental and vision insurance and retirement benefits)

Application Process

- Interested applicants should email a cover letter and resume to hello@wearemichaelreese.org with the job title in the subject line
- In the cover letter, please include how your skills and experience meet the responsibilities noted above
- No phone calls please
- For additional information visit our website: www.wearemichaelreese.org