



POSITION ANNOUNCEMENT

TITLE: Manager – Grant Reporting

Special Olympics Illinois is a not-for-profit organization offering year-round training and competition in 18 sports for more than 23,000 athletes with intellectual disabilities across the state. The Special Olympics Illinois is dedicated to shaping a culture where people with and without intellectual disabilities are fully integrated into the community by providing opportunities in competitive sports, health education, leadership and personal development. As a part of the Special Olympics Illinois team, you'll join an energetic and hard-working group of individuals committed to transforming the lives of those we serve

Position Overview

This position is responsible for managing federal and state level grant reporting for Special Olympics Illinois. This position will ensure compliance with grant requirements including timely financial reporting, data entry and documentation needed. Assistance will also be provided to help with general grant financial requirements.

Primary Duties and Responsibilities

- Works with the Finance team and all staff to ensure proper reporting of financial data for grants
- Responsible for tasks in the finance department, including but not limited to cash and check bank deposits and gift batch entry
- Assist with analysis of key general ledger accounts, reconciliations and research variances
- Reviews best practices pertaining to Policies for the organization and ensures compliance with grant submissions
- Assist the field with grant reporting and financial requests
- Performs all Unified Champion Schools financial reporting
- Performs all annual and quarterly reporting to Illinois Department of Human Services-Department of Developmental Disabilities
- Assist all staff in reporting on payroll expenditures related to grant programming
- Drafts and edits narrative supplements for mandated grant reporting
- Works with each department to understand performance of departmental work
- Familiar with State of Illinois payments, reporting and confirmation procedures
- Works with outside auditors on fieldwork for audit on grant information
- Provides support on other projects as needed and assigned

Qualifications

- Associates degree in business, administration, accounting, finance, economics or related field
- One (1) year of relevant professional experience, such as financial analysis, familiarity with computerized accounting systems and general office experience
- Excellent computer skills including proficiency in Microsoft office products
- Strong organization and time management skills with exceptional attention to detail
- Duties require broad conceptual judgment, initiative and ability to deal with complex business issues
- Ability to learn functionality of databases and manage data across several platforms
- Excellent communication skills, both written and oral; must have good command of English language
- Strong interpersonal and customer service skills
- Ability to multi-task, work under pressure and meet deadlines
- Meets all team deadlines and responsibilities, listen to others and value opinions, help team to meet goals, welcome newcomers able to work collectively with the SOILL team
- Professional and resourceful style; must possess the ability to take initiative and manage multiple tasks and projects

Work Schedule

- Based out of Headquarters Office in Normal, IL

Special Olympics Illinois

605 E. Willow St., Normal, IL 61761

Tel 309-888-2551 Fax 309-888-2570

www.soill.org

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities



- Reports to Senior Director - Finance
- Monday through Friday with occasional evenings and weekends as position demands
- 1-2 event attendance is required annually
- Position is security-sensitive and requires the signature of a Confidential Information and Nondisclosure Agreement
- Independent in-state travel occasionally required, including some overnight and weekend travel as an essential function of position
- Physical mobility required: must be able to climb stairs, assist in setup and breakdown at events, stand or sit for long periods of time, and load and unload vehicles
- Medium work required, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds; requires a good deal of walking, standing, and/or sitting with some pushing and pulling of arm or leg controls; includes sedentary work
- Close visual acuity required to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines; operating motor vehicles
- Valid driver's license and proof of insurance is required
- Offers of employment are contingent upon clear results of a background check

Benefits

- This full-time position includes an excellent compensation and benefits package including health, dental, vision, life, voluntary disability insurance, a retirement savings plan with company match, generous paid time off benefits, and more.

To Apply

- To apply for this position, please send a copy of your resume with a cover letter to Chris Steffen at csteffen@soill.org

Special Olympics Illinois is committed to building a diverse, creative, engaged, collaborative, and hard-working team that is dedicated to our athletes, our communities, and each other. Our employees are our most asset, and we aim to create a positive atmosphere where employees feel valued and fulfilled. We truly want people to love working here, and we strive to create a culture that allows for growth, opportunity, and fun.

Special Olympics Illinois is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, and all other protected classes under federal or state laws.