# Accounting Specialist

Catholic Urban Programs (CUP) | East St. Louis, Illinois
Full-Time, Hourly Non-Exempt

**Help Us Break the Cycle of Poverty**

Catholic Urban Programs (CUP) is looking for a reliable, detail-oriented Accounting Specialist to handle our agency's daily accounting. Working with program staff, the CUP Agency Director, and Diocesan finance, you will ensure vendors are paid on time, funders are invoiced on schedule, and records are ready for audit. It is a chance to put your accounting skills to work for people in need.

**About Catholic Urban Programs**

Founded in 1973, CUP is an Illinois 501(c)(3) nonprofit based in East St. Louis. Guided by Catholic social teaching, we promote human dignity, address the effects of poverty, and help people become self-sufficient. We serve individuals and families across the Diocese of Belleville through three core programs: Crisis Intervention, Out of School Time (the Griffin Center), and Shelter and Housing Security. Our vision is to break the cycle of poverty and restore hope.

**What You Will Do**

- Process vendor invoices, confirm coding and approvals, prepare payments, and keep vendor files and W-9s current.
- Prepare and submit grant invoices and reimbursement requests to funders, including Illinois Department of Human Services housing grants.
- Produce routine grant financial reports and monitor spending against grant budgets and allowable-cost rules.
- Record journal entries and reconcile bank, credit card, and other accounts each month to support the close.
- Keep electronic financial records organized and compile documentation for auditors and funders.

**What You Will Bring**

- Associate degree in Accounting, Finance, Business Administration, or a related field, or three (3) years of equivalent experience.
- At least two (2) years of accounts payable, accounts receivable, or general accounting experience, preferably in a nonprofit.
- Proficiency in QuickBooks, Paycor, Microsoft Excel, or similar systems.
- Experience with grant invoicing or reporting is preferred.
- Accuracy, attention to detail, strong communication and teamwork, good organization and time management, and discretion with confidential information.
- Dedication to the mission of a Catholic nonprofit serving our community.

**Work Environment**

This position is based in a professional office and involves regular collaboration with program staff, vendors, funders, and the finance team. It requires extensive computer use, occasional lifting of up to 20 pounds, and occasional local travel for banking or agency business. Reasonable accommodations may be provided for qualified individuals with disabilities.

**Schedule, Compensation & Benefits**

- Full-time schedule: 40 hours per week, with flexible scheduling
- Starting pay: $20.00 per hour; final pay depends on relevant skills and experience.
- Benefits: medical, dental, vision, and life insurance, plus participation in the 403(b) retirement plan, subject to plan eligibility and terms.
- Paid vacation, sick time and holidays.

**How to Apply**

Please send a cover letter and resume to Human Resources, Diocese of Belleville, 222 S. 3rd St., Belleville, IL 62220, or email humanresources@diobelle.org before **December 11, 2026**.