



Thomas More  
SOCIETY

**Position Title:** Staff Accountant

**Reports to:** Director of Finance

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**Mission Statement:** Thomas More Society (TMS) is a not-for-profit, national public interest law firm dedicated to restoring respect in law for life, family, and freedom. Based in Chicago, Thomas More Society defends and fosters support for these causes by providing high quality pro bono legal services from local trial courts all the way to the United States Supreme Court.

**Position Summary:** The Staff Accountant will assist the Director of Finance in preparing and maintaining financial records to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

**Logistics:** Position will be located on-site at the TMS Headquarters in downtown Chicago.

**Responsibilities:**

- Performs general accounting and other related duties for the organization.
- Prepares monthly balance sheets, income statements, and profit and loss statements.
- Assists the Director of Finance in maintaining the general ledger.
- Codes invoices, sets up new accounts, reconciles accounts, and assists in closing the monthly books.
- Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Assists Director of Finance in providing outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Handles all Accounts Payable processing, payments, and vendor communications.
- Reviews monthly invoices for accuracy.
- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other related duties as assigned.

**Experience and Skill Requirements:**

- Bachelor's degree in accounting required.
- 0-2 years of related experience required.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Knowledge of general financial accounting.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Audit experience a plus.

- Proficient with Microsoft Office Suite (Excel, Word, Outlook, etc.)
- Must have working knowledge of QuickBooks software.

**Mission Requirements:**

- Supportive of TMS positions on life, family, and freedom.
- Active faith life in accord with Christian teachings.