



We're excited to welcome a **Part-Time Finance and Administration Specialist** to our team. This role is perfect for someone who is highly organized, comfortable managing financial systems, and enjoys keeping a busy operation running smoothly behind the scenes.

You'll be a key player in helping us stay focused on our mission — by ensuring our financial systems, schedules, and day-to-day operations are handled with care and precision.

This is a **remote role with flexible hours**, ideal for someone looking to make a meaningful impact in a collaborative, purpose-driven environment.

Company Overview:

The Arc of Illinois is a statewide advocacy organization dedicated to empowering people with intellectual and developmental disabilities (I/DD) to lead full lives in their communities. We work alongside individuals, families, and service providers to promote inclusion, advance disability rights, and ensure access to the supports people need to thrive.

We're a small but mighty team that believes in showing up with purpose, compassion, and integrity — and we're looking for someone who shares those values.

To learn more, please visit our website: www.hearcofil.org.

Responsibilities:

Finance & Budgeting

- Oversee **payroll processing**, ensuring timely and accurate payments.
- Use **QuickBooks** to track expenses and assist in grant reporting.
- Monitor **bank accounts daily** to maintain financial stability.
- Manage **invoice payments** and follow up on any overdue items.
- Support **budget preparation** and **financial reporting** alongside leadership.
- Submit **expense reports** through Ramp and maintain accurate financial records.

Administrative Support

- Manage the **Executive Director's calendar**, appointments, and travel arrangements.
- Keep our **digital files and systems organized**, updated, and easy to navigate.
- Help prepare **presentations and materials** for board meetings and special projects.
- Screen calls and emails, ensuring they reach the right people.

Communications & Outreach

- Provide friendly and professional communication in all interactions.



- Make **occasional outreach or follow-up calls** to vendors, partners, or community members.
- Support general office communication and correspondence with warmth and clarity.

Remote Work & Independence

- Thrive in a **remote setting**, staying accessible and responsive throughout the workday.
- Manage your time effectively and meet deadlines without constant supervision.
- Bring a **self-starter** mindset — spotting things that need doing and jumping in.

What We're Looking For:

- Someone who is willing to learn with us!
- Experience in **administrative or financial support roles**, ideally in nonprofit or mission-driven settings preferred.
- Proficiency with **QuickBooks**, Google Workspace and Microsoft Office required.
- Experience with Paylocity platform preferred.
- Excellent written and verbal communication skills.
- Highly organized, detail-oriented, and dependable.
- A positive, team-oriented attitude and a genuine commitment to inclusion and equity.
- Experience with or a connection to disability advocacy or lived experience is a plus.

Who You Are:

- A dependable team player who takes initiative and follows through.
- Comfortable working independently and remotely but knows when to ask for help.
- Kind, flexible, and calm under pressure.
- Someone who takes pride in doing thoughtful, behind-the-scenes work that supports a larger mission.

Schedule & Growth:

- **Part-time role** with flexible hours
- Room for growth in responsibilities based on interest and performance
- A chance to be part of a **tight-knit, passionate team** doing impactful work across Illinois

Salary Range:

To Apply: If you have a passion for advocating for individuals with intellectual and/or developmental disabilities, then we'd love to speak with you! Please email your resume and a cover letter detailing your experience and why this mission speaks to you to hr@thearcofil.org, and reference the job title in the subject line.

The Arc of Illinois is an equal opportunity employer.