



ABUNDANT
VENTURE PARTNERS

Staff Accountant

Job Description
2025



The Mission That Unites Us

Headquartered in Chicago, Abundant Venture Partners (“Abundant”) is a healthcare focused venture investment firm and business incubator. At Abundant, we embrace collaboration, innovation and common values to address the challenges faced by healthcare providers through accelerated digital transformation. Abundant is home to a powerful health system collective, exceptional talent, capital funding, and a supportive network ecosystem.

Position & Purpose Summary

Reporting to the Senior Financial Analyst, the Staff Accountant will provide accounting and back-office support for Abundant and the firm’s closely held portfolio companies. This position is ideal for someone who is seeking experience assisting with a wide range of accounting and financial reporting functions and is eager to add immediate value to a small team.

You’re excited to contribute...

- Complete monthly bookkeeping, which includes preparation of general ledger entries by maintaining records and files; reconciling accounts; month-end closes
- Prepare consolidated internal financial statements by gathering and analyzing information from the general ledger system and from department leaders
- Prepare payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts
- Perform monthly analysis of financial statements, including variance analysis of budgeted and prior year amounts for select accounts
- Prepare invoices by verifying billing schedules, maintain deferred and accrued revenue accounts, ensure a healthy collection cycle, and reconcile accounts
- Develop and implement account procedures by analyzing current procedures; recommending changes
- Answer accounting and financial questions by researching and interpreting data
- Protect the organization’s value by keeping information confidential
- Maintain schedules in support of company metrics and key performance indicators
- Prepare 1099 forms and assist in providing support for an external accounting firm
- Help establish new ventures ensuring state and federal compliance
- Payroll support across Abundant and the closely held portfolio companies
- Perform ad hoc management reporting requests
- Other duties as assigned

We’re excited about you because...

- Bachelor’s degree in Accounting
- Internship, co-op, or summer work experience in a related field
- Excellent verbal/written communication
- Energetic, resourceful, flexible, collaborative, and proactive
- Ability to multi-task, prioritize and have excellent organizational skills
- Excellent Excel skills, including experience with pivot tables, advanced formulas, queries, macros, etc.



You'll love working here because...

You'll be part of a high-performing team where you can contribute, live in your genius and grow.

- We are a group of bright, motivated, and kind people who believe in autonomy and taking initiative.
- We encourage everyone to be authentic and seek to build and celebrate diverse teams
- We stand by our culture and values
- You will be proud to work at Abundant and know that your work makes a meaningful impact.

* If this sounds like a company you would like to join and a role you would thrive in, please don't hold back from applying! Whatever skills you bring to the table or background you're coming from; we welcome you to start a conversation with us. We're looking forward to learning more about you!

Abundant Venture Partners Holding, LLC is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.