



JOB DESCRIPTION

POSITION TITLE: Accounting Manager **COMPANY NAME:** UJFT
REPORTS TO: CFO **CLASSIFICATION:** Full-Time Exempt

POSITION SUMMARY:

Under the leadership of the Chief Financial Officer (“CFO”), the Accounting Manager is responsible for overseeing the day-to-day operations of the Finance Department and the supervision of the Finance team. The Accounting Manager is responsible for developing, implementing, and managing the accounting workflow used for collecting, analyzing, verifying, and reporting financial information of assigned agencies to ensure the systems reflect the accurate financial position of the agencies.

Duties include but are not limited to...

PRIMARY DUTIES AND RESPONSIBILITIES:

- Supervises, trains, assigns, and analyzes the operations of the general ledger, accounts payable, accounts receivable and membership accounting functions
- Works with the Finance team to build and maintain skill set in accounting through cross-training and continuing education
- Manages the Finance department and the daily activities processed through this department
- Assists in developing short- and long-term goals and objectives for the Finance Department, ensuring that plans, goals and policies are consistent with established Agency-wide goals and are in accordance with legal regulations and requirements
- Prepares month end executive reports in conjunction with month-end close, bank reconciliations, completes audit schedules, state filings, contribution tax letters, worker’s compensation audits and other required filings; oversees membership software in JCC, general ledger software for UJFT and Campus
- Meets accounting financial objectives by forecasting cash requirements; assists CFO in preparing annual budgets; analyzes variances and helps with initiating corrective actions
- Meets with senior management to review budgets, actual performance and business plans
- Works closely with CFO to assist senior management team in strategic discussions and prepares analysis for decision-making

- Maintains accounting controls by defining accounting policies and procedures. Maintains financial security by establishing and maintaining internal controls and written procedures. Ensures that all affected employees are well informed of accounting policies, procedures and regulations
- Reviews payroll processing and proper recording to the GL
- Assists CFO with the financial aspects of operational areas including, but not limited to security, insurance, and building maintenance
- Participates in a wide variety of special projects, compiles a variety of special reports, and completes other related work as assigned

Qualifications:

- Bachelors and/or Master's Degree in Accounting and at least 5 year's experience in accounting, or an appropriate combination of education and experience. Non-profit experience preferred
- Highly proficient in the use of MS Office (MS Word, Excel, Power Point & Outlook) and the use of other database/accounting packages. Proficiency in Microsoft Dynamics/Great Plains software preferred.
- Ability to evaluate department and organization financial status and report results and synthesize all forms of research into clear, thoughtful, actionable deliverables.
- Proficient at establishing sound budget goals and objectives.
- Working knowledge of applicable FASB accounting rules for the non-profit industry preferred

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To Apply For This Position

Submit cover letter, resume and salary requirements to: resumes@ujft.org

Review of application will begin immediately, and continue until the position is filled.