

## CUJF Financial Officer Job Requirements

The Financial Officer carries out the financial operations of CUJF in a timely and efficient manner, and consistently with relevant laws and regulations, and with CUJF's Bylaws. The Financial Officer also is responsible for the financial operations of the CUJF's subsidiary, The Champaign-Urbana Jewish Endowment Fund, and works  $\frac{1}{4}$  time on CUJEF business and  $\frac{3}{4}$  time on CUJF business.

The Financial Officer:

- Is responsible for daily financial and other data management, including ledger, accounts payable, and receivable, payroll, benefits, and taxes.
- Records and deposits all contributions and prepares disbursements for approval.
- Maintains financial and donor records and verifies balances monthly.
- Generates monthly summary reports or specific reports at the request of the officers or Boards of CUJF and CUJEF.
- Helps with the annual audit and preparation of the CUJF/CUJEF annual reports.
- Works with the Treasurer to reconcile all monthly bank accounts
- Helps with CUJF special events and activities.
- Provides general management for the office and access to CUJF's records and supplies as needed.
- Performs other tasks as requested by the Executive Director.

Candidates for the Financial Officer must be:

- Knowledgeable about basic financial concepts, procedures, and institutions.
- Familiar with Jewish religion and culture
- Computer literate
- Able to operate CUJF's and CUJEF's software
- Able to interact and collaborate with diverse groups of people.
- Able to work independently in a busy environment.
- Capable of initiative
- Efficient

The following skills are desirable:

- Knowledge of QuickBooks, Bloomerang and Constant Contact software
- Basic knowledge of web editing
- Familiarity with institutions providing social services in Champaign-Urbana