



JOB DESCRIPTION & POSTING

Staff Accountant

Organization: For the Orange County Jewish community, Jewish Federation & Family Services (JFFS) is Orange County's central nonprofit organization that strengthens Jewish life by assessing community needs; convening the community on critical issues and in times of crisis; increasing opportunities for participation in Jewish life, philanthropy, and leadership; and supporting our local Jewish community, as well as communities nationally, in Israel, and around the world. JFFS has been an active organization in Orange County since 1965.

Position: Staff Accountant

Supervisor: Controller

Job Summary:

The Staff Accountant will assume a leadership role in the finance department. He/she will report to the Controller and assist with reporting for high-level meetings. The critical work objectives are to assist with managing all financial accounting, grants administration, policies, and procedures of the organization. Success requires effective cross-functional management with members of other departments. The Staff Accountant may also be a leader in projects, which may require high-level Excel skills, solid understanding of fund accounting (restricted and unrestricted) and ability to assist with training other non-finance staff.

Job Functions and Duties (including, but not limited to):

- Manage all general ledger, including cash and credit card receipts, cash disbursements, accounts payable, accounts receivable, revenue releases, payroll accounts, and reporting
- Reconcile accounts payable and accounts receivable on a monthly basis
- Process cash disbursements on a weekly basis
- Process general ledger transactions and post entries
- Reconcile all credit card purchases to monthly statements
- Perform all cash account reconciliations for all relevant bank accounts
- Manage all annual reporting requirements
- Prepare materials for Finance Committee meetings
- Assist with strategic budgets for long/short term planning for the organization
- Assist with financial models and other projects as needed
- Assists in the annual financial and any other audits as required
- Ensure compliance with generally accepted accounting principles (GAAP)

Operations

- Process 1099 forms and other forms relevant to the organization

Grant Administration

- Review and report submissions to all funding partners as required
- Work closely with the Controller on budgets, projections and other grant related procedures

Key Competencies:

- Knowledge of nonprofit accounting standards
- Excellent analytical and organizational skills
- Excellent Microsoft Office skills required
- Willingness to be flexible and adaptable in a fast-paced environment
- Team player with a positive attitude and the ability to interact with all levels of the organization
- Knowledge of CRM Constituent Record Management (CRM), Blackbaud/Financial Edge (NXT a huge plus)

Education and Experience

- BS/BA degree in Accounting or Finance required
- 5-7 years related experience preferred
- Nonprofit experience

Benefits

- This is a full-time position
- JFFS provides a comprehensive benefits package

To apply, please submit cover letter and resume to Rocio Cervantes, Controller, at Rocio@JFFS.com.

Only qualified local applicants will be contacted. EOE. No phone calls please.

To learn more about our vibrant community, visit www.JewishOC.org.