

_____ Date Revised
_____ Date Approved
_____ Management Signature
_____ Employee Signature



Position: Staff Accountant

Reports to: Vice President, Finance

Position Summary:

The Staff Accountant participates in the preparation of the monthly financial statements through the preparation of journal entries, variance analysis and other assigned month end close responsibilities in accordance with generally accepted accounting principles. The Staff Accountant will demonstrate a complete understanding of the various sub ledger systems that interface with the General Ledger and is able to carry out responsibilities with limited supervision.

Essential Duties and Responsibilities:

- Assist in the analysis of financial data and extract and define relevant information; interpret data for the purpose of determining past financial performance and/or to project a financial probability
- Perform statistical, and financial analysis of reported data
- Develop financial reports for forecasting, trending, and results analysis
- Apply a working knowledge of applicable laws and regulations; verify documents for completeness and compliance with government and private agencies
- Monitor & review daily data import of accounts receivable transactions from BlackBaud to MIP
- Prepare semi-annual discounts and reserve allowance for doubtful accounts
- Coordinate receipt and processing of stock donations
- Provide support for monthly cashflow forecast preparation
- Prepare monthly reconciliations of various general ledger accounts
- Assist with monthly, quarterly and annual closing process, including preparation of journal entries and account analysis
- Participate in the annual audit of the consolidated financial statements
- Serve as primary backup to the Accounts Payable Manager
- Serve as a backup for Israel Bond Inventory and transaction of both receiving and transfer of bonds to the Federation name and also redeeming the bonds when they are matured
- Serve as a backup for weekly forecast of bank cash balance and estimated weekly disbursements to ensure sufficient balances in all accounts for operations and cash flow purposes
- Provide support for the fixed assets system and process
- Play a role in developing and implementing accounting procedures and maintaining internal controls

Qualifications and Success Factors:

- Bachelor's degree in Accounting or Business Administration or the equivalent in experience required.
- 3-5 years financial/accounting experience in the non-profit industry
- Strong knowledge of GAAP.
- Knowledge of MIP Accounting Software preferred.
- Strong knowledge of basic office computing, including MS Office (Word and Excel).
- Excellent interpersonal and communication skills required (Verbal and Written).
- Highly organized with proven ability to manage multiple tasks.
- Sound work ethic and flexibility to get the job done.

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