



**Position:** Staff Accountant

**Reports to:** Controller, 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.

**Essential Duties and Responsibilities:**

- Reconcile financial statements accounts on a monthly basis, including reconciling all bank accounts, and various asset and liability accounts.
- Assist with monthly, quarterly and annual closing process, including preparation of journal entries and account analysis.
- Prepares payroll accounting entries, including reconciling all payroll accounts on a monthly basis.
- Maintain the State of Israel Bond Inventory, including managing the receipt and transfer of bonds to the Federation name and managing the redemption upon maturity.
- Prepare weekly forecast of bank cash balance and estimated weekly disbursements to ensure sufficient balances in all accounts for operations and cash flow purposes.
- Play a role in developing and implementing accounting procedures and maintaining internal controls.
- Participate in the annual audit of the consolidated financial statements.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time at the Federation's discretion. Employment is at-will and this job description is not an employment contract and nothing herein shall be deemed to create in any way whatsoever an employment contract.

**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 (Outlook, 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.

**The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.**