



Finance Manager

Overview and History:

The Jewish Federation of Palm Beach County (JFPBC) is a 501(c)3 nonprofit organization dedicated to transforming, inspiring, and saving lives in the Palm Beaches and 70 countries around the world. Each year, JFPBC inspires thousands of community members to contribute, volunteer and participate in programs that generate more than \$55 million creating powerful impact in the community. Working every day to improve the lives of Jewish people, JFPBC funds 13 agencies and programs in the Palm Beaches and around the world to strengthen the social service network for all, to build a strong and inclusive Jewish community and to provide help to those struggling through adversity.

JFPBC seeks a Manager, Finance responsible for ensuring the accurate and timely accounting of all financial transactions in accordance with Generally Accepted Accounting Principles (GAAP). The ideal candidate will have a strong understanding of non-profit accounting and be able to work in multiple systems.

Example Essential Duties and Responsibilities:

- Reviews and imports all revenue transactions from Blackbaud CRM into MIP (Accounting System), ensuring accurate financial system coding and accounting treatment.
- Prepares monthly reconciliation of pledge revenue receivables per the finance system (MIP) and the donor database (Blackbaud CRM).
- Reviews and records monthly investment activity from endowments, donor advised funds (DAFs) and other investments in accordance with generally accepted accounting principles.
- Primary liaison to Investment Manager on day-to-day matters related to investment portfolio.
- Calculates endowment spending for all endowments in support of the planning and budgeting processes.
- Manages cash flow and execute funding as needed for William A. Meyer Jewish Community Foundation.
- Develops written policies and procedures for investment and revenue accounting functions.
- Coordinates with Donor Information Services (DIS)/General Accounting for William A. Meyer Jewish Community Foundation donations.
- Supports on the preparation of the 990 and 990-T.
- Prepares information for auditors in compliance with GAAP.

Compensation and Benefits:

In addition to a competitive salary, JFPBC currently offers the following benefits:

- Portion of medical & dental premiums are Federation-paid.
- 100% of vision premiums are Federation-paid.
- Federation contributions toward HSA accounts.
- Federation-paid Life/AD&D policy.
- Federation-paid long-term disability (LTD) insurance.
- Medical and dependent-care Flexible Spending Accounts (FSA).
- Hybrid work schedule.
- Professional development and training opportunities.
- Paid vacation and sick leave.
- Generous paid holiday schedule.

Position Summary

Posted: December 2023

FLSA Designation: Exempt

Full/Part-Time: Full-time

Qualifications and Success Factors:

- Bachelor's degree in accounting or business administration required or better preferred.
- Three (3) or more years' financial and/or accounting experience preferably in a non-profit environment, or equivalent combination of relevant education, experience and skills required.
- Excellent interpersonal and communication skills, both written and verbal.
- Highly organized with proven ability to manage multiple tasks and to meet deadlines.
- Strong knowledge of GAAP.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Proven strong analytical ability.
- Sound work ethic and flexibility to get the job done.
- Knowledge of MIP Accounting Software preferred.
- Ability to work in partnership with other Federation departments and ensure collaboration of all involved.
- Must be able to pass a Level 1 background check.
- Must be able to work off-shift hours including nights and weekends, as needed.
- Must be able to work a minimum of three (3) events annually.

Apply online via JFPBC's [Career's page](#), or email resume and cover letter to: HRrsvp@jewishpalmbeach.org

JFPBC strongly encourages applications from individuals with varied identities and backgrounds. As an equal opportunity employer, all individuals are encouraged to apply without regard to race, color, religion, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, medical condition, veteran status, financial status, or any other class protected under federal, state, or local laws.