



JOB DESCRIPTION

POSITION TITLE: Assistant Controller

OVERVIEW: Jewish Federation of Greater Atlanta is continuing to build a diverse team of highly motivated and qualified individuals to create a new model of 21st century community engagement and philanthropy. The ideal candidate thrives in a fast-paced, dynamic environment.

PRINCIPAL FUNCTION:

The Assistant Controller will lead day-to-day accounting operations for the Federation, ALEF Fund, Community Health Trust, and work with the Controller on the Atlanta Jewish Foundation. The Assistant Controller will ensure the accurate and timely recording of all financial transactions to support donors, internal departments, and external users of financial data. The Assistant Controller will continually strive for excellence in the performance of the department's tasks and the quality of the financial records and will provide superior internal and external customer service. The Assistant Controller works closely with the Controller and CFO/CAO.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounting / Financial Reporting

- Maintain accurate accounting records for all entities that comprise Federation, including the Atlanta Jewish Foundation, ALEF Fund, and the Health and Welfare Trust in accordance with generally accepted accounting principles
- Prepare timely accurate financial statements for internal and external users. Meet regularly with department heads and managers to review their financial results.
- Work closely with department heads to oversee annual budget and quarterly forecast process
- Oversee audit and tax return schedule preparation Federation, Foundation, and Health and Welfare Trust. Serve as liaison to auditors.
- Ensure all gifts (credit card, check, and stock) are recorded properly to allow quick acknowledgement of gifts and meet donors' needs for timely reporting for the Foundation
- Review and post month-end journal entries
- Ensure adherence to internal control policies and safeguards to ensure highest standards of integrity and minimize organizational risk
- Maintain inventory of physical assets and depreciation schedules
- Ensure all Federation financial policies and procedures are being followed; make recommendations for new policies or adjustments to current ones as needed
- Review all monthly account reconciliations to ensure accuracy and timely resolution of reconciling items
- Review general ledger and financial reports for accuracy, identify and research and document any variances
- Monitor unapplied gifts account reconciliation closely and oversee continuous resolution of unidentified payments
- Identify and implement strategies to integrate current internal systems to reduce inefficient processes



Jewish Federation

OF GREATER ATLANTA

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- Prepare financial schedules for grant applications and grant payments and activity
 - Ensure adherence to internal control policies

Staff Development

- Provide supervision and professional development for all accounting department staff

Internal and External Customer Service

- Provide superior customer service, communication, and quick response time to internal and external customers
- Gather financial reports and data for Board, Finance & Administration meetings, and Federation leadership as needed
- Collaborate with all departments to ensure financial information from upcoming events, activities, and any new systems will efficiently and accurately consolidate with current accounting processes and systems
- Provide support and training to other departments' staff as needed
- Develop positive relationships with colleagues, donors, and lay leadership

General

- Maintain the confidentiality of all donor information
- Analyze and re-engineer business processes to continually improve efficiency and accuracy
- Promote the mission of Federation at all times through superior customer service to internal and external customers and the efficient care and use of all resources
- Other duties as assigned

QUALIFICATIONS: Bachelor's degree, CPA, and minimum of 5 years' experience in accounting and financial reporting required. Supervisory experience required. Public accounting and nonprofit accounting strongly preferred. Experience with Abila MIP a plus. Strong problem-solving skills to identify challenges and recommend and implement solutions. Excellent verbal and written communication skills required

PHYSICAL REQUIREMENTS: Intermittent periods of standing and walking with extended periods of sitting. Must have excellent visual acuity for work with systems and records. Position requires average hearing and verbal ability to communicate with Federation staff, donors, volunteers, vendors, and others. The employee must occasionally lift and/or move up to ten pounds.

** Jewish Federation of Greater Atlanta provides equal employment opportunities to all applicants and prohibits discrimination with regard to race, religion, age, sex, national origin, sexual orientation, gender identity or expression.*