Jewish Federation of Greater Atlanta

JOB DESCRIPTION

POSITION TITLE: Senior Accountant
REPORTS TO: Assistant Controller
CLASSIFICATION: Full-time, exempt

ORGANIZATIONAL OVERVIEW

At the Jewish Federation of Greater Atlanta (Federation), we are building a stronger, more connected Jewish future in Atlanta and Israel through philanthropy and engaging programming. Our vision is a thriving Jewish Atlanta that ensures every Jew and their loved ones can access a warm and caring Jewish community, timeless Jewish wisdom, global Jewish peoplehood, and Jewish ways to do good in the world. We seek thoughtful, adaptable, service-oriented individuals who thrive in an inclusive, dynamic nonprofit environment.

PRINCIPAL FUNCTION

Apply strong accounting expertise, sound independent judgment, and a continuous-improvement mindset to deliver accurate, timely financial results and advance the modernization of finance operations through effective use of technology. This role is responsible for key accounting functions, including the financial close, general ledger integrity, reconciliations, issue resolution, and technical accounting review, as well as Health & Welfare Trust accounting, payment controls, purchasing card administration, and audit and tax support.

Take ownership of outcomes, proactively identify and resolve issues, anticipate risks, and communicate effectively with stakeholders. Strengthen accounting processes and internal controls, leverage technology to improve efficiency and accuracy, and continuously seek opportunities to simplify workflows and enhance the quality and effectiveness of finance operations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Accounting & Financial Close

- Lead assigned monthly and year-end close activities, including complex entries, accruals, adjustments, and reclassifications.
- Prepare and review balance sheet reconciliations; resolve reconciling items, unusual balances, variances, aged items, and classification issues.
- Research and resolve accounting issues; maintain complete, audit-ready support.

Health & Welfare Trust Accounting

- Perform and oversee assigned Trust accounting: general ledger, entries, payables and receivables, reconciliations, discrepancy resolution, and financial reporting support.

Technical Leadership & Staff Development

- Review assigned staff member's work for accuracy, timeliness, and support; provide day-to-day technical guidance, coaching, training, and cross-training.

Jewish Federation of Greater Atlanta

Payment Controls & Purchasing Cards

- Review assigned disbursements, ACH batches, wires, Positive Pay exceptions, and bank reconciliations for accuracy, support, authorization, and control compliance.
- Approve or release payments only within expressly delegated authority and segregation-of-duties requirements; investigate exceptions and escalate unusual activity or control concerns.
- Administer assigned purchasing-card programs, including cardholders, transaction review, and monthly reconciliation.

Internal Controls, Process Improvement & Technology

- Strengthen procedures, documentation, and controls; address recurring issues, manual handoffs, control gaps, and key-person dependencies.
- Improve connected financial workflows, data integrity, and reporting across accounting and related platforms; resolve cross-system discrepancies and measure improvements in accuracy, efficiency, and controls.
- Support system transitions and integrations through requirements gathering, data mapping, validation and conversion reconciliation, user testing, documentation, and training.
- Evaluate, test, and implement approved automation and AI for accounting, analysis, and documentation; validate outputs, protect confidential data, retain human review, and share successful approaches.

Audit & Tax Support

- Deliver audit-ready reconciliations, schedules, and supporting documentation; respond to auditor inquiries and assist with process and control walkthroughs.
- Prepare supporting information for Form 990, other applicable tax filings, and compliance reporting.

QUALIFICATIONS & KEY COMPETENCIES

Required:

- Bachelor's degree in Accounting, Finance, or a related field, or equivalent relevant education and substantive accounting experience.
- Five or more years of progressive accounting experience, with demonstrated responsibility for financial close, general ledger maintenance, journal entries, account reconciliations, and financial reporting.
- Strong GAAP and internal-control knowledge; ability to research and resolve complex accounting and reconciliation issues.
- Experience reviewing accounting work, coaching staff, supporting audits and auditor inquiries, and applying disbursement controls.

- Financial-data fluency: ability to connect, transform, validate, and reconcile data across systems and build repeatable analyses and decision-ready reporting.
- Demonstrate sound judgment, accountability, effective prioritization, strong follow-through, and proactive communication.
- A continuous-improvement mindset and confidence learning and applying new technology; demonstrated ability to improve workflows and thoughtfully adopt approved automation and AI while preserving accuracy and controls.

Preferred:

- Nonprofit, fund-accounting, or public accounting experience; familiarity with Form 990 and nonprofit compliance.
- Prior formal supervisory or staff-development experience.
- Practical workflow improvements using Power Query, Power BI, Power Automate, or approved AI assistants.
- System implementation, migration, or integration experience, including testing, data validation, documentation, or training.
- Experience with MIP or comparable financial management platforms, including reporting and connected workflows.

PHYSICAL REQUIREMENTS

Intermittent periods of standing and walking with prolonged periods of sitting at a desk or in meetings. Must have excellent visual acuity for work with computer systems, spreadsheets, and records. The position requires average hearing and verbal ability to communicate with staff, vendors, and other stakeholders. Occasionally, the employee may need to lift or move up to 15 pounds.

COMPENSATION

The salary range for this position is $88,000–$98,000, plus a comprehensive benefits package. The anticipated salary is near the midpoint and commensurate with experience, subject to organizational approval.

Jewish Federation of Greater Atlanta is an equal opportunity employer.