



JOB DESCRIPTION

POSITION TITLE: Senior Accountant – Operations
REPORTS TO: Assistant Controller

DEPARTMENT: Finance
CATEGORY: Regular, Full-time, Exempt

OVERVIEW: Jewish Federation of Greater Atlanta (“Federation”) is continuing to build a diverse team of highly motivated and qualified individuals with a variety of skill sets to create a new model of 21st century community engagement and philanthropy. Federation is looking for candidates who are forward-thinking, motivated, have a positive attitude and enjoy working in an inclusive, dynamic environment.

Under the supervision of the Controller and Assistant Controller and working closely with a variety of Federation departments, funds and programs, the Senior Accountant – Operations will oversee the Federation’s day-to-day accounting, including its subsidiaries. The Senior Accountant – Operations will have the primary responsibilities of maintaining the general ledger and preparing timely and accurate financial statements for internal and external use. The Federation is in a period of exciting growth with current consolidated net assets of approximately \$400 million.

PRINCIPAL FUNCTION: Responsible for all Federation and subsidiary accounting, reconciliation and reporting. Prepare all audit and tax schedules for Federation. Assist in other areas of the Finance Department as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for all day-to-day general ledger accounting functions, including journal entry preparation
- Prepare internal and external financial statements
- Process and record all Federation transactions in an accurate and timely manner
- Reconcile all Federation bank accounts
- Perform balance sheet account reconciliations, account analyses, accrual calculations and other related accounting schedules as needed
- Research current GAAP and resolve accounting inquiries and accounting transactions as needed
- Responsible for month-end, quarter-end and year-end close
- Research and prepare variance analyses and explanations
- Complete and submit committee and board reporting deliverables
- Prepare external audit schedules and Form 990 tax return schedules
- Participate in the annual budgeting process by creating budgets based on department and fund inputs and historical trends
- Cross-train with other finance department team members
- Promote the mission of Federation through superior customer service and the efficient use and care of resources



- Maintain confidentiality of all information pertaining to donor and Federation operations
- Other duties as assigned
- Occasionally attend night or weekend community events

QUALIFICATIONS:

- Bachelor's degree in accounting is the minimal education requirement, master's degree in accounting or taxation preferred
- CPA required
- 4+ years relevant experience (nonprofit public accounting experience is a plus)
- Nonprofit experience preferred
- Abila MIP or Blackbaud experience preferred
- Advanced Excel and intermediate Microsoft Office skills
- Must have excellent written and verbal communication skills
- Customer service-oriented
- Strong understanding of accounting policies, procedures, and internal controls
- Strong understanding of current and changing GAAP
- Ability to adapt quickly and learn new tasks independently
- Excellent organizational skills
- Skilled at managing competing priorities
- Proven ability to generate creative ideas to improve performance and efficiency
- Works well in a team environment
- Proven success in fast-paced environments

PHYSICAL REQUIREMENTS: Minimal physical effort required with intermittent standing and walking and prolonged periods of sitting in meetings or at desk working on a computer.

Jewish Federation of Greater Atlanta is an equal opportunity employer.