



---

## 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 21<sup>st</sup> 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.*