



**MILWAUKEE**  
JEWISH FEDERATION

## **JOB DESCRIPTION**

### STAFF ACCOUNTANT

#### **STATEMENT OF PURPOSE:**

The primary responsibility of the Staff Accountant is accounting for funds held in the Jewish Community Foundation. He/she will be responsible for assisting the Accounting Director in all phases of accounting to ensure an accurate and timely monthly close. Other responsibilities may be assigned as appropriate.

The position is directly responsible to the Accounting Director.  
The position is 30 – 38 hours per week, salaried, exempt.

#### **ESSENTIAL FUNCTIONS:**

- Jewish Community Foundation (JCF) Accounting
  - Reconcile multiple investment accounts
  - Maintain fixed asset accounting process
  - Update valuations of trusts, partnerships, life insurance policies, and other assets held in the JCF
  - Provide all JCF financial information used in audit and tax preparation
  - Review quarterly fund statements
  - Process accounts payable including overseeing the check run process
  - Maintain check log of all incoming checks
  - Record deposits

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e. changes in personnel, workload, or technological developments).

#### **QUALIFICATIONS:**

- Bachelor's degree in accounting
- At least 1-4 years of accounting experience
- Non-profit experience a plus

#### **SKILLS/EXPERIENCE/ABILITIES REQUIRED:**

- Strong knowledge of Microsoft® Applications (Excel, Word, etc.)
- Above average understanding of accounting principles and GAAP accounting
- Strong analytical, verbal and written communication skills
- Ability to prioritize, organize and manage multiple work assignments
- Detailed oriented with accuracy and problem solving abilities

- Have a customer-service focus, and remain committed to the strategic vision of the Federation.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The majority of work is done in a general office environment without being exposed to weather conditions. The noise level in the work environment is usually moderate.

The employee is occasionally required to stand and walk; will sit and use hands to finger for computer usage most of the day, may climb stairs although an elevator is available; may stoop, kneel, crouch for filing; must talk on telephone. The employee must rarely lift and/or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus especially for computer usage.

**Please submit resumes to [hr@milwaukeejewish.org](mailto:hr@milwaukeejewish.org)**