



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

SENIOR ACCOUNTANT

Department: Business Services

Reports to: Accounting Director

FLSA Status: Exempt

Work Status: Full time

Summary/Objective

The Senior Accountant will be responsible for accounting functions to include journal entry preparation, reconciling general ledger accounts, preparing and processing bi-monthly payroll, budgeting, reconciling investment accounts and other duties as assigned.

Essential Functions

Accounting

- Prepare journal entries, including cash, payroll, postage and month-end entries
- Reconcile and analyze GL accounts
- Prepare schedules for annual audit
- Prepare annual compensation and benefit budget forecast
- Reconcile investment accounts and apply returns to funds held in the Jewish Community Foundation

Payroll

- Prepare and process bi-monthly payroll
- Ensure all federal and state personnel regulations, filing and compliance requirements are completed accurately and on time, in particular the 401K census and form 5500 and Department of Labor reporting
- Administer employee benefits
- Compile and maintain personnel records and procedures, ensuring completeness
- Coordinate new hire communications and enrollment for benefit programs including medical, dental, vision, life, FMLA and the 401(k) plan
- Conduct pre-employment background checks
- Manage onboarding process, ensuring new employees feel welcomed and are well informed about the Milwaukee Jewish Federation

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and Experience

- Bachelor's degree in Accounting preferred
- 3+ years of experience in Accounting and/or financial reporting
- 2+ years of experience in payroll processing
- General knowledge of employment laws and practices
- Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities

Required Skills/Abilities

- Experience managing multiple projects with accuracy while meeting deadlines
- Track record of solid decision making and strong problem-solving abilities
- Excellent, effective oral and written communication skills
- Ability to maintain the highest level of discretion and confidentiality
- Ability to interface with all levels of employees and management

Required Computer Skills

- Strong Excel skills; solid proficiency in all other MS Office applications
- Experience with payroll/HRIS system administration, preferably Payroll Data Systems/Orbit
- Above average familiarity with e-mail and Internet applications as well as a willingness and ability to learn new programs.

Supervisory Responsibility

This position currently has no supervisory responsibility.

Work Environment

This job operates in a professional office environment with pleasant working conditions, good lighting, ventilation, reasonable quietness, and reasonably regular work hours. This role frequently uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however occasional filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. On rare occasions it may be necessary to lift and/or move up to 15-20 pounds, usually waist high. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.