



**MILWAUKEE**  
JEWISH FEDERATION

## **ACCOUNTANT**

### **JOB DESCRIPTION**

#### **Job Function:**

The Staff Accountant maintains general ledger accounts and related activities for the preparation of financial statements and reports in accordance with GAAP. Performs account reconciliations and analyses, prepares journal entries and reviews accounting classifications.

In order to be effective in the Accountant position, the person must be well organized, possess excellent planning skills, possess excellent communication skills, be “customer” service focused, have an ongoing commitment to operational efficiency, be solution focused, be innovative and committed to the strategic vision of the Federation.

The Accountant is responsible to the Controller.

#### **Duties and Responsibilities:**

1. Oversee and participate in the daily work and monthly/quarterly close process in key accounting areas including:
  - a. Investment accounts (investment pools and individual donor funds).
  - b. Accounts payable function, including reviewing and approving accounts payable and grant distributions and ensuring accurate coding and recording.
  - c. Payroll function, including benefits related expenses.
2. Assist in preparing journal entries and collecting, analyzing and summarizing information for monthly and year end closing.
3. Analyze and reconcile specific general ledger account balance sheets and P&L accounts.
4. Reconcile bank accounts including investment accounts.
5. Prepare monthly and quarterly allocation entries related to investment activity and fees.
6. Prepares invoices and maintains AR accounts balances. Ensures all items are accounted for and accounts are current.
7. Act as lead and collaborate closely with the Account Payable processing and reconciliation of accounts with the Controller.
8. Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
9. Monitor workflow and productivity to ensure deadlines are met.
10. Other duties as assigned.

**Skills/experience/abilities required:**

**Education/Experience:**

- A Bachelor's Degree in Accounting, and at least four (4) years' experience or a combination of education and experience that demonstrates qualification for the position.

Essential Skills:

- Solid understanding of GAAP and accounting procedures.
- Advanced experience using excel and other products in Microsoft Office Suite.
- Must be highly organized with exceptional attention to detail and accuracy.
- Ability to work effectively under pressure, with excellent skills in initiating solutions.
- Exceptional ability to work collaboratively and provide customer service with internal staff and external partners.
- Non-profit experience and previous experience with Financial Edge software a plus.
- Self-motivated and goal oriented.
- Excellent communication skills.
- Strong team contributor and leadership skills.
- Ability to handle multiple tasks.
- Demonstrated initiative and commitment to achieving and exceeding results.

Additional Functions:

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).

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.

To apply, please send a cover letter and resume to [HR@MilwaukeeJewish.org](mailto:HR@MilwaukeeJewish.org).