



**MILWAUKEE**  
JEWISH FEDERATION

## **JOB DESCRIPTION**

### ACCOUNTANT

**Department:** Business Services

**Reports to:** Controller

**FLSA Status:** Exempt

**Work Status:** Full time

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### **About the Organization**

Since 1902, the Milwaukee Jewish Federation has demonstrated the power of collective giving by raising and investing financial resources to make the world a better place. Each year we distribute about \$20 million to Jewish and other nonprofit organizations. Funds come primarily from our \$7 million annual campaign and our \$200 million Jewish Community Foundation. In addition to fundraising, we have several direct service programs like Jewish Museum Milwaukee, which served 30,000 remote visitors this past year; the Nathan and Esther Pelz Holocaust Education Resource Center, which reached over 45,000 people this past year; and the Wisconsin Jewish Chronicle, serving the Jewish community across the state. We are committed to the principles of *Klal Yisrael* (the collective unity of the Jewish people), *Tzedakah* (the obligation to care for one another) and *Tikkun Olam* (improving the society in which we live). Learn more about the Milwaukee Jewish Federation [here](#).

### **Summary/Objective**

The Staff Accountant will administer these objectives:

1. Maintains general ledger accounts and related activities for the preparation of financial statements and reports in accordance with GAAP.
2. Perform account reconciliations and analyses
3. Prepare journal entries and review accounting classifications.

### **Essential Functions**

- Oversee and participate in the daily work and monthly/quarterly close process in key accounting areas including:
  - Investment accounts (investment pools and individual donor funds).
  - Accounts payable function, including reviewing and approving accounts payable and grant distributions and ensuring accurate coding and recording.
  - Payroll function, including benefits related expenses.
- Assist in preparing journal entries and collecting, analyzing and summarizing information for monthly and year end closing.
- Analyze and reconcile specific general ledger account balance sheets and P&L accounts.
- Reconcile bank accounts including investment accounts.
- Prepare monthly and quarterly allocation entries related to investment activity and fees.
- Prepares invoices and maintains AR accounts balances. Ensures all items are accounted for and accounts are current.
- Act as lead and collaborate closely with the Account Payable processing and reconciliation of accounts with the Controller.

- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Monitor workflow and productivity to ensure deadlines are met.
- Other duties as assigned.

### **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)

### **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 Experience**

- A Bachelor's Degree in Accounting, and at least two (2) years' experience or a combination of education and experience that demonstrates qualification for the position. Recent graduates with previous internship experience will also be considered.

### **Required Skills/Abilities**

- 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.

### **Supervisory Responsibility**

- This position 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.

**Signatures**

This job description has been approved by management on \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_

COO/HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_