ABOUT:
This is an amazing time to join JewishColumbus. We are four years into an integrated partnership of the Jewish Federation of Columbus and the Columbus Jewish Foundation. Our annual campaign brought in over $6MM in FY 2022 and our Foundation holds $160MM in assets. We are the community convener; we respond to crisis and ensure a strong future for the Columbus Jewish community through robust and trusting partnerships with local Jewish agencies and synagogues. We are innovative. We are inclusive. We challenge the status quo and strive to be at the forefront of trends within the Jewish and non-profit communities. Work for an organization where your time and talent will be valued, and your voice will be heard.

THE ROLE:
The Finance & Accounting Manager performs various accounting functions and activities including overall daily management of the Finance & Accounting department duties for JewishColumbus and the Columbus Jewish Federation. This role reports to and works in concert with the Chief Financial Officer to ensure seamless management of all finance-related functions. This role also serves as the first point of contact for staff regarding budgetary and financial questions.

REPORTS TO: Chief Financial Officer

SPAN OF CONTROL: 1 direct report

RESPONSIBILITIES:

- Provides daily oversight and management of Jewish Columbus and Federation accounting department activities in accordance with the organization’s established policies and procedures
- Supervises Administrator of Finance performing A/R, A/P and donor database administration
- Reviews all journal entries, cash deposits, vendor payables and grants payable
- Reviews monthly bank account reconciliations and journals prepared by the Administrator of Finance
- Furnishes timely analysis and performance of monthly closings, year-end closings, fixed asset/prepaid expense accounting and general ledger reconciliations
- Performs quarterly investment fund journals and reconciliations
- Records campaign pledges weekly and reconciles open balance report and revenue monthly from QuickBooks to Donor database
- Records estimated campaign allocations monthly and performs true-up to actual year-end allocations after board approval
- Prepares monthly financial statements and distribution to the departments and/or external partners
JOB DESCRIPTION:
Finance & Accounting Manager

- Collaborates with Total Rewards and Compliance Manager in reviewing and submitting payroll and assists with any reconciliations as needed
- Creates quarterly and annual financial reports provided to committee and board members
- Performs all cash management and electronic funds transfers
- Collaborates with the Chief Financial Officer in creating the annual budget, related accounting system input, monthly variance reporting, and designing and implementing accounting systems and procedures
- Creates and obtains data necessary to complete annual independent audit, 990 and 5500 filings
- Responds to budgetary inquiries from various department leadership as appropriate
- Identifies and recommends process or procedural improvements
- Assists in developing and maintaining accounting policies
- Assists Database and Development Applications Manager in implementing and maintaining system integrations between accounting and CRM software
- Acts as backup for the Total Rewards & Compliance Manager and Administrator of Finance roles

COMMITTEE RESPONSIBILITES: N/A

QUALIFICATIONS:
We are seeking a professional with a diverse range of experience who enjoys managing complex situations and has the initiative, skills, and sensitivity needed to manage organizational change and create systems that increase organizational efficiency while supporting our culture and values.

- Enterprising spirit with a take charge, self-starting attitude
- Strategic thinker cultivating a growth-oriented environment
- Excellent oral and written communicator
- Exhibits integrity for maintaining confidential information
- Ability to interact with high-level/major donors
- Strong organizational skills, effective multi-tasker, and ability to meet deadlines
- Capable of building trust and working in partnership with staff to achieve results

MINIMUM QUALIFICATIONS:
- Bachelor’s degree required, B.S in Accounting preferred
- Prior experience in supervisory roles of 2 or more individuals
- Previous experience in a non-profit accounting environment
- Perform detailed work with a high degree of accuracy
- Manage multiple priorities under deadline constraints
- Work independently and in a team environment
- Proficient in Excel and Word
JOB DESCRIPTION:
Finance & Accounting Manager

PREFERRED EXPERIENCE:
- CPA preferred but not required
- Five years of general accounting experience in a non-profit environment
- Experience with fund accounting software, as well as QuickBooks Online
- Experience with CRM databases

KNOWLEDGE, SKILLS & ABILITIES:
- Proficiency with personal computers
- Thorough knowledge of GAAP and FASB
- Strong quantitative, analytical and problem-solving skills
- Proven supervision and strong interpersonal skills, including both written and verbal communications
- Strong organization, prioritization and time management skills
- General knowledge of office practices and procedures

SCHEDULING REQUIREMENTS:
Must be available to work during standard business hours (Monday-Friday).

TO APPLY:
Please email resumes to talent@jewishcolumbus.org.
The preferential application deadline for this position is Friday, June 16, 2023.