

Accounting Assistant (Part Time)

ABOUT THE JCC EAST BAY

The JCC East Bay is a welcoming home for people of all ages and life stages. Our mission is to create healthy communities inspired by Jewish values, culture, and tradition. We build interpersonal relationships, foster learning and inspiration, and explore Jewish life. The JCC's core programs include intergenerational Jewish holiday celebrations; early childhood education and preschool; camp and afterschool programs; and provocative cultural arts and civic engagement events. The JCC serves and reflects the diverse residents of the East Bay, offering physical gathering spaces for the Jewish and broader community.

POSITION SUMMARY

The Accounting Assistant will work closely with our CFO and Controller to execute day-to-day accounting tasks, and will work directly with our staff, customers, vendors and the community. This position requires attention to detail as well as excellent customer service and communication skills. The Accounting Assistant reports to the Controller. This is a part time, non-exempt position.

General Duties:

- Set up and maintain customer accounts, including deposits held by customers.
- Monitor and update program rosters monthly, work with program directors to maintain accuracy.
- Process and send monthly invoices in a timely manner and process payments twice per month.
- Work with Development department to process donations and pledges.
- Maintain vendor accounts, process and track account payables.
- Reconcile company credit card statements, including collecting receipts.
- Daily responsibility for maintaining checking account transactions.
- Prepare bank deposits.
- Assist and reconcile monthly bank statements.
- Maintain petty cash account.
- Assist with bi-weekly payroll and necessary journal entries; serve as a backup to run payroll.
- Research accounting issues and prepare ad hoc reports as needed.
- Other duties and responsibilities as assigned.

REQUIRED MINIMUM QUALIFICATIONS

- AA Degree in Accounting or 2+ years of accounting experience.
- Experience in QuickBooks, and MS Excel must.
- Salesforce, Office software experience desirable.
- Nonprofit experience strongly preferred but not required.
- Strong customer service and problem-solving skills.

- Ability to multi-task in a face-paced environment.
- High level of demonstrated accuracy and attention to detail.
- Ability to walk, stand, and/or sit for extended periods while performing duties throughout the workday.
- Ability to organize daily activities efficiently and effectively with limited supervision or assistance.
- Ability to carry out direction in an accurate and timely manner.
- Ability to work with others in a cooperative and efficient manner to achieve JCC objectives.
- Versatility, flexibility, and an ability to shift and manage priorities.

This is a part time and hourly, non-exempt position. Estimated weekly schedule is 20-30 hours. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish).

The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.

Systemic inequities in hiring have caused women, people of color, LGBTQ+ folks, and others to apply to jobs only if they meet all of the qualifications. The JCC East Bay encourages you to apply anyway, as no one ever meets 100% of the qualifications. We look forward to your application.