

## **Staff Accountant**

### **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 Staff Accountant will work closely with the CFO and Controller to execute agency critical accounting tasks. This position requires attention to detail as well as excellent customer service and communication skills. The Staff Accountant supports and works with our staff, members, vendors, and the community. This position reports to the Controller.

### Duties & Responsibilities

#### A/R (Quickbooks & Ultracamp):

- Download and maintain enrollment paperwork, update program rosters monthly.
- Set-up and maintenance of customer accounts.
- Work smoothly with staff and clients to update customer accounts and adjust billings and payments as necessary.
- Execute monthly billing and payment processing including calculating, receiving, charging and applying payments, and sending out monthly invoices.
- Facilitate Third party scholarships and payments.
- Check on A/R twice-monthly and follow up on delinquent accounts.
- Maintain schedule of deposits held by customer and program.
- Work with Development department to process donations and pledges.

#### A/P – (Quickbooks):

- Maintain vendor accounts and payables files.
- Process weekly bill pay and properly code payments by class and account.
- Reconcile company credit card statements, including collecting receipts.
- Maintain and track petty cash.

#### Banking:

- Download and update bank transactions into Quickbooks.
- Prepare weekly bank deposits and update Salesforce data.
- Assist to reconcile monthly statements.

**Payroll:**

- Assist Controller to process bi-weekly payroll, and necessary journal entries.
- Serve as backup to Controller to run payroll in Controller's absence.

**General:**

- Research accounting issues and prepare ad hoc reports as needed.
- Other duties and responsibilities as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

- Minimum of 2 + years of progressively responsible accounting experience.
- Bachelor's Degree in Accounting (or equivalent job experience).
- Nonprofit experience strongly preferred.
- Strong organizational, oral and written communication skills.
- 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 use a personal computer including Word, Excel, (including pivot tables), Salesforce or other CRM, and other cloud-based registration and payment systems.
- Knowledge of Outlook, Gmail Google Suite, and Quickbooks.
- Ability to lift and carry objects weighing up to 40lbs.
- 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.

Competitive salary commensurate with experience. Salary information will be shared one-on-one with candidates. 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, LGBTQIIA+ folks, and others to apply to jobs only if they meet 100% of the qualifications. The JCC East Bay encourages you to*

*break that statistic and apply, as no one ever meets 100% of the qualifications. We look forward to your application.*