

The Jewish Community Center of Greater Columbus, OH 43209
STAFF ACCOUNTANT POSITION DESCRIPTION

Position Title: Staff Accountant
Personnel Code: Professional

Dept No: 101000
Status: Exempt

Department: Business
Supervisor: CFO

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- **To welcome, thank and engage JCC members and guests on a daily basis.**
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: Performs general accounting, including preparing balance sheets, income statements & cash flow statements. Reconciles general ledger, bank accounts, petty cash records, cash disbursement accounts, payroll accounts & customer accounts. Manages accounts receivable balances & collections processes.

Qualifications:

1. **Knowledge and Education - Minimum Required or Preferred:** Bachelor's degree in accounting or related business field required.
2. **Experience - Minimum Required or Preferred:** At least two years of related experience preferred.
3. **Special Skills:** Excellent verbal and written communication skills. Excellent time management & organizational skills and attention to detail. Knowledge of general financial accounting, basic cost accounting and best practice internal controls. Understanding of and the ability to adhere to generally accepted accounting principles. Ability to correctly prepare reports for tax reporting. Proficient with Microsoft Office Suite or similar software and accounting software. Ability to quickly learn and apply other software packages, including Salesforce based software.
4. **Physical Requirements:** Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times.

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Duties and Responsibilities:

General Staff Accountant Job Duties:

- Assists in preparing internal financial statements by gathering and analyzing information from the general ledger system and from departments.
- Analyzes information and options by developing spreadsheet reports & verifying information.
- Prepares general ledger entries by maintaining records and files; reconciling accounts.
- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Develops and implements accounting procedures by analyzing current procedures & recommending changes.
- Answers accounting and financial questions by researching and interpreting data.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes accounting and organization mission by completing related results as needed.

Specific Duties/Responsibilities:

- Performs general accounting and other related duties for the organization.
- Assists in preparing monthly / quarterly / annual balance sheets, income statements, and cash flow statements.
- Inputs the annual budget and projections into accounting software.
- Reconciles general ledger accounts and assists in closing the monthly books.
- Assists in reconciling bank accounts monthly, verifies deposits & expenditures, and addresses inquiries from banks.
- Maintains petty cash records; reconciles and replenishes monthly for all sites.
- Reconciles cash disbursement accounts, payroll accounts, customer accounts, and other financial accounts.
- Manages accounts receivable balances and collections process; reports delinquent accounts quarterly to collection agency.
- Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Assists outside tax accountants with preparation of federal, state, and local government income tax forms.
- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other duties as assigned.

Acknowledgement:

Employee's Name Printed

Employee's Signature

Date of Signature