

The Jewish Community Center of Greater Columbus, OH 43209
ASSISTANT CFO 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: Learn entire financial cycle and assist CFO in budget analysis, preparation and monitoring. As part of learning, will perform general accounting, including preparing balance sheets, income statements and cash flow statements. Reconcile general ledger, bank accounts, petty cash records, cash disbursement accounts, payroll accounts and customer accounts. Utilize technology to provide complete and innovative presentations for committees and Board. Opportunity for advancement.

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 for increased advancement opportunity.
3. **Special Skills:** 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. Ability to work well with many kinds of people. Excellent verbal and written communication skills. Excellent time management & organizational skills and attention to detail.

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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.

Duties and Responsibilities:

- Assists in preparing internal financial statements by gathering and analyzing information from the general ledger system and from departments.
- Analyzes information and options by verifying information, developing spreadsheet reports and preparing graphic results.
- Prepares general ledger entries; reconcile accounts with CRM database information.
- Answers accounting and financial questions by researching and interpreting data.

Specific Duties/Responsibilities may include:

- Perform general accounting and other related duties for the organization.
- Assist in preparing monthly / quarterly / annual balance sheets, income statements and cash flow statements.
- Input the annual budget and projections into accounting software.
- Reconcile general ledger accounts and assist in closing the monthly books.
- Assist in reconciling bank accounts monthly, verify deposits & expenditures and address inquiries from banks.
- Maintain petty cash records; reconcile and replenish monthly for all sites.
- Reconcile cash disbursement accounts, payroll accounts, customer accounts and other financial accounts.
- Manage accounts receivable balances and collections process; report delinquent accounts quarterly to collection agency.
- As a backup to Accounts Payable, verify and/or complete payment of invoices and ensure payments are charged to the appropriate accounts.
- Provide outside auditors with assistance; gather necessary account information and documents to perform annual audit.
- Assist outside tax accountants with preparation of federal, state, and local government income tax forms.
- Maintain knowledge of acceptable accounting practices and procedures and apply them to financial transactions.
- Perform other duties as assigned.

Acknowledgement:

Employee's Name Printed

Employee's Signature

Date of Signature