



Vision Statement

Minneapolis Jewish Federation envisions a Jewish community that is **empowered, engaged, and inspired** to realize its full potential.

TITLE: Staff Accountant

REPORTS TO: Senior Director of Accounting

STATUS and SALARY: Permanent PT 20 hours/week - Exempt \$29,000 to \$31,200 annual

The Staff Accountant will perform accounting assignments related to accounts payable processing, cash receipts general ledger account reconciliations and assist in preparing accounting statements and financial reports.

Position Requirements

EDUCATION and EXPERIENCE:

- High School diploma or equivalent required with some bookkeeping coursework
- 3 to 5 years of related bookkeeping/accounting experience required
- 3 to 5 years of accounting software experience
- Ideally have non-profit experience

SCHEDULE FLEXIBILITY: Hybrid – Work in the St. Louis Park office and remotely as agreed upon with supervisor and in accordance with MJF policies

Key Areas of Responsibility

- General Ledger
 - Perform account analysis and reconciliations, including cash and revenue
 - Prepare adjusting journal entries and monthly, quarterly, and yearly accrual journal entries.
 - Research and answer questions regarding account activities.
 - Work closely with team members to assure timely month-end close.
 - Assist in preparing accounting statements and financial reports
- Accounts Payable
 - Process invoices by reviewing documents for accuracy and compliance with organization policy including proper authorization and general ledger coding.

- Research and resolve accounts payable issues with vendors.
- Process invoice payments.
- Reconcile sub-ledger to the general ledger.
- Process annual 1099s

- Corporate Credit Card Program
 - Administer Corporate Credit Card Program (new cards, replacement cards, monthly employee statements)
 - Maintain employee credit card online system (Nexonia) including review of employee documentation and account coding of credit card charges

- Perform other related accounting and administrative duties as assigned

Qualifications

- Thorough understanding of bookkeeping practices and procedures and basic accounting theory
- Excellent organizational skills and attention to detail (i.e., accuracy, conciseness)
- Excellent written and verbal communication skills
- Ability to follow verbal and written instructions