



Minneapolis Jewish Federation Mission

We build community, care for the welfare of Jews everywhere and maximize participation in Jewish life

Position Identification

TITLE: Foundation Accountant
FUNTIONAL AREA: Finance and Administration
REPORTS TO: Chief Financial Officer
STATUS: Full Time, Exempt Start date: June 2, 2025
SALARY: \$70,000 to \$85,000

Purpose

To support the Minneapolis Jewish Federation’s mission to change lives and make the world a better place by ensuring appropriate fiduciary responsibility of donor funds. The Foundation Accountant will ensure the accuracy and timeliness of the Federation’s general ledger pertaining to accounts payable; Foundation assets, gifts and grant distributions and perform other tasks as assigned by the CFO.

Position Requirements

EDUCATION: Bachelor’s degree in Finance, Accounting, or Business
EXPERIENCE: Minimum of 5 years’ related experience, non-profit and/or foundation experience a plus!
SCHEDULE FLEXIBILITY: Infrequent evenings as needed

Key Areas of Responsibility

Function	Overall Position Expectation(s)
Foundation Accounting:	<ul style="list-style-type: none"> • Enter Foundation contributions and grant disbursements into the accounting system • Ensure that Foundation gifts and grants are properly vetted, accurately recorded, and compliant with IRS rules and regulations, including correct gift/grant dates, donor information, and fund allocation • Enter bi-weekly ACH information at bank • Provide information to Senior Director of Accounting for rebalance of Foundation accounts based on activity • Prepare Monthly Fund Activity reports • Generate Quarterly Fund Statements • Process monthly journal entries to record Foundation Activity in accounting system • Assist in the annual tax receipting process • Prepare year end audit work papers as assigned



Other Responsibilities assigned by CFO

- Company Credit Card Administration
 - Issue and cancel cards as needed
 - Update limits as necessary
 - Review monthly expense reports submitted via portal for necessary receipts/documentation and expense coding
 - Send CEO's report to BOD President for approval
 - Download CSV file for Senior Director of Accounting to review and post
- Other one-time and recurring tasks subject to availability

Organizational Responsibilities

Uphold and exemplify the Minneapolis Jewish Federation's mission/vision

Exemplify customer service both internally and externally

Attend Federation events as position requires

Attend regularly scheduled staff meetings

Other duties as deemed necessary to achieve organization/team goals