



## Minneapolis Jewish Federation

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

### Position Identification

**TITLE:** Director of Accounting

**FUNCTIONAL AREA:** Finance and Accounting

**REPORTS TO:** Chief Financial Officer

**STATUS:** Regular, full-time, exempt

**SALARY:** \$90,000 to \$110,000 annual

### Position Overview

Minneapolis Jewish Federation is seeking a highly skilled and motivated Director of Accounting to join our finance team. The ideal candidate will possess extensive accounting experience, and a strategic mindset.

### Position Requirements

**EDUCATION:** Bachelor's degree in accounting, finance, or a related field (master's degree or CPA desirable)

**EXPERIENCE:** 10+ years of progressively responsible accounting and finance experience with at least 5+ in the nonprofit sector with:

- Hands-on day-to-day accounting and reporting tasks including general ledger and financial statement preparation responsibilities.
- Assisting in audit and income tax preparation.

**QUALIFICATIONS:**

- Strong analytical, problem-solving, and strategic thinking skills.
- Exceptional communication and interpersonal skills.
- In-depth knowledge of nonprofit accounting principles, standards, and regulations and strong knowledge of nonprofit tax laws and regulations.
- Experience with financial planning, forecasting, and budgeting.
- Strong proficiency in accounting software, financial reporting tools, and Microsoft Excel and Word.
- Ability to work independently and take initiative in a fast-paced environment.
- Excellent attention to detail.

**SCHEDULE FLEXIBILITY:** Ability to work non-traditional hours dependent on project/organization needs.

### Key Areas of Responsibility

- **Accounting Leadership:** Provide strategic leadership to our accounting department, overseeing financial operations, financial reporting, and compliance with nonprofit accounting standards and regulations.
- **Hands On Accounting:** Perform various accounting tasks including:
  - General ledger – journal entries, month end and year end close, account reconciliations, and bank recs.
  - Pledge/Grant subsidiary ledger – reconcile to accounts in general ledger.
  - Accounts payable distributions – AP review, distribution selection, and ACH reports.
  - Foundation accounting – Review and consolidate accounting information into general ledger and funds detail worksheet.
  - Annual audit – planning, confirmations, audit workpapers, and consolidated financial statements review.
  - Tax returns – planning, tax workpapers, and tax returns review.
  - Stock gifts – sell and maintain records of donor stock gifts.
  - Donor inquiries – provide timely answers and information to donors as needed.
  - Special projects as needed by CFO and other leadership staff.
- **Reporting:** Prepare and present financial reports to senior leadership and external stakeholders including:
  - Quarterly department sources and uses of funds statements including variance analyses.
  - Quarterly consolidated financial statements for bank.
  - Annual tax receipts notices to donors.
  - Annual consolidated financial statements and notes for audit.
  - Management and other reports as needed by CFO and other leadership staff.
- **Financial Analysis:** Conduct financial analysis, forecasting, and planning to support informed decision-making and maximize financial resources for our mission, and as needed by CFO and other staff.
- **Team Development and Supervision:** Mentor and supervise accounting staff.
- **Process Improvement and Policies/Internal Controls:** Identify and implement process enhancements to streamline financial operations and ensure fiscal responsibility and adherence to accounting policies and internal controls.
- **Compliance:** Ensure adherence to all nonprofit accounting standards, regulatory requirements, and tax obligations.
- **Participation and Attendance:** Attend meetings and participate in Federation events, community events, and conferences (onsite, offsite, and out-of-town).