



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

FUNCTIONAL AREA: Finance and Administration

REPORTS TO: Chief Financial Officer

STATUS: Full Time, Exempt

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

To apply, please send resume to: Lisa Michalik at lmichalik@jewishminneapolis.org