



Minneapolis Jewish Federation (MJF)

MJF promotes a culture of Jewish philanthropy, leverages financial and professional resources to meet local and global Jewish needs, and facilitates community planning to ensure a thriving and secure future at home, in Israel, and around the world.

Position Identification

TITLE: Staff Accountant

STATUS: Part-Time, 20 hours/week -Non-Exempt (hourly) \$27 to \$30/ hr

BENEFITS: Benefits include vacation, sick leave, paid holidays, 403(b) match, disability, and life insurance. Health, dental, and vision insurance are available.

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

Purpose

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: 2 High School diploma or equivalent required with some bookkeeping coursework

Experience:

- 3 to 5 years of related bookkeeping/accounting experience required
- 3 to 5 years of accounting software experience
- Ideally have non-profit experience

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 ensure 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.

Accounts Payable continued

- 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 writing and verbal communication skills
- Ability to follow verbal and written instructions

Organizational Responsibilities
--

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

Uphold and exemplify the leadership and behavioral competencies of the organization

Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance

Execute professional, high level customer service, both internally and externally

Effectively utilize technological platforms and systems for project management and communications

Attend Federation events as position requires

Please send resume to Lisa Michalik at lmichalik@jewishminneapolis.org