

Staff Accountant

ABOUT THE JCC EAST BAY

The JCC East Bay is a welcoming home for people of all ages and life stages. Inspired by Jewish values, culture, and tradition, we build interpersonal relationships, foster learning and curiosity, and offer accessible pathways to Jewish life. The JCC's core programs include early childhood education and preschool; camp and afterschool programs; teen engagement; older adult activities; intergenerational Jewish holiday celebrations; and ongoing opportunities to connect with Jewish life and our richly diverse community. The JCC East Bay operates from four locations: our full-service building in Berkeley, afterschool programs at Joaquin Miller Elementary and Hintil Cuu Ca Preschool in Oakland, and administrative offices on our soon to be flagship campus in Oakland.

POSITION SUMMARY

The Staff Accountant will work closely with the Director of Finance and Chief Operating Officer to execute agency critical accounting tasks. The Staff Accountant will also work with the Chief of Staff to support onboarding and benefits enrollment. This position requires attention to detail as well as excellent customer service and communication skills. The Staff Accountant supports and works with our staff, members, vendors, and the community. This position reports to the Director of Finance, and is full time.

Duties & Responsibilities

Accounts Payable:

- Process accounts payable transactions weekly.
- Code bills by class and account, ensure vendor account information is accurate and verified, prepare bill pay report for approval, set up and verify proper payment distributions including ACHs and EFTs.
- Maintain back up data files.

Program Tuition and Invoicing:

- Process program tuition.
- Generate and email monthly invoices, process scheduled payments and additional payments if necessary.
- Handle all customer related requests including delinquent accounts.
- Maintain enrollment paperwork; update program rosters monthly by processing schedule change requests by working closely with program directors.
- Maintain schedule of deposits held by customers and programs; process necessary customer account updates including deposit refunds through online registration system.

Banking:

- Download and reconcile all credit card statements bi-monthly.
- Receive and verify all staff credit card expense receipts.

- Update expense coding and maintain backup files.
- Maintain check log worksheet; prepare weekly bank deposits, download and update bank transactions.
- Research and clear outstanding items in no more than 90 days; assist with monthly reconciliations.
- Maintain and track petty cash account; reconcile monthly with the Director of Finance.

General Finance:

- Assist general ledger reconciliations; research variances and make corrections as necessary to perform month-end adjusting entries, and prepare monthly department financial statements as directed.
- Provide audit and Form 990 assistance; prepare schedules and reconciliations, assist in gathering information, and respond to inquiries from auditors as directed.
- Prepare Form 1099s for review and file prior to the federal filing deadline.

Payroll:

- Assist and process payroll through the payroll service provider and prepare reports for approval.
- Create payroll entries including liabilities distributions for approval.
- Assist in onboarding new staff; meet with new hires to review Paycom and assist with benefits enrollment.
- Maintain employee payroll records through payroll service provider.

General:

- Support onboarding tasks as assigned by the Chief of Staff.
- Research accounting issues and prepare ad hoc reports as needed.
- Commitment to the mission of the JCC East Bay and knowledge of or commitment to learning about the Jewish community, values, and traditions.
- Additional duties as assigned by the Director of Finance or COO.

REQUIRED MINIMUM QUALIFICATIONS

- Minimum of 2+ years of progressively responsible accounting experience.
- Bachelor's Degree in Accounting (or equivalent job experience).
- Nonprofit experience strongly preferred.
- Strong organizational, oral and written communication skills.
- Strong customer service and problem-solving skills.
- Ability to multi-task in a face-paced environment.
- High level of demonstrated accuracy and attention to detail.
- Ability to use Word, Excel (including pivot tables), and to navigate our online portals.
- Strong ability of Outlook, Gmail, Google Suite, and QB desktop.
- Ability to organize daily activities efficiently and effectively with limited supervision.
- Ability to carry out direction in an accurate and timely manner.
- Versatility, flexibility, and an ability to shift and manage priorities.

- Ability to lift and carry objects weighing up to 40lbs.
- Ability to walk, stand, and/or sit for extended periods while performing duties throughout the workday.

The salary range for this role is \$60,000 to \$70,000, depending on level of experience. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish). This position is not represented by the union.

The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.

Systemic inequities in hiring have caused women, people of color, LGBTQ+ folks, and others to apply to jobs only if they meet all of the qualifications. The JCC East Bay encourages you to apply anyway, as no one ever meets 100% of the qualifications. We look forward to your application.