



POSITION DESCRIPTION

Title: Staff Accountant
Reports to: Controller
Position Summary: Performs multiple duties related to accounting operations.

The Jewish Foundation of Greater Hartford (JCF) strengthens our local Jewish community by building a permanent pool of charitable dollars provided by generous donors who share its vision of a creative, progressive, and growing community for generations to come. In fiscal year 2022, JCF awarded 1,142 grants totaling \$4.5 million. Of those grants, \$3.3 million were awarded to local Jewish organizations and \$1.2 million was awarded to Jewish and secular organizations in Greater Hartford, across the United States and around the world. The Foundation has \$160 million in assets under management.

This is a wonderful opportunity for someone who wants to work for the “Greater Good” in a friendly and supportive environment, comprised of 11 highly talented, passionate, and effective professionals.

Responsibilities:

- Prepares, records and processes accounts payable and cash disbursements for operating expenses on a biweekly basis.
- Works with the Vice President, Grant Programs to review and processes grant payments on a biweekly basis.
- Prepares, records and processes custodial fund payments on a quarterly basis, or as otherwise required by the terms of fund agreements.
- Posts other transactions to the general ledger and performs detailed analyses of accounting activities, including budget to actual results. Identifies discrepancies and makes recommendations for correction.
- Assists with investigation, resolution, and response to all internal and external inquiries regarding financial matters, or makes appropriate referrals on other matters, promptly and graciously.
- Maintains files on life insurance gifts and generates premium gift reminders to Development staff.
- Reconciles monthly bank statements.
- Prepares monthly investment reconciliations.
- Reconciles and maintains the Foundation’s corporate card program.
- Assists in the annual external audit, as needed.
- Performs other related duties, as assigned.

Qualifications and Skills

- Bachelor’s degree or 3 years accounting experience
- Proficiency in database management and Excel
- Detail oriented
- Solid capacity to analyze and interpret financial data and think critically
- Ability to manage time, handle pressure and meet deadlines
- Well-organized with the ability to juggle myriad tasks
- Ability to act independently and resolve complex issues
- Flexibility and a sense of humor

Compensation: Salary range is \$47,000 to \$62,000, depending on *qualifications* and *experience*, plus a comprehensive package of benefits.

The Jewish Community Foundation is an ***equal opportunity employer*** whose staff is comprised of a diverse group of professionals from different backgrounds, cultures, and faiths. All are encouraged to apply.

To apply: Please submit a cover letter, resume, and contact information for three professional references to lwhitney@jcfhartford.org. References will not be notified without your prior consent.