



## Job Description

**POSITION TITLE:** Staff Accountant

**DEPARTMENT:** Finance

**REPORTS TO:** Executive Vice President, Chief Financial Officer

### About the Federation:

The Jewish Federation of Broward County strives for excellence. We cultivate an inclusive space where all feel welcome, celebrated, and contribute meaningfully to our shared vision. At the Jewish Federation of Broward County, you can be part of one of the most effective non-profit organizations in South Florida. Our mission is to mobilize the Jewish Community to provide leadership and financial resources that strengthen and enhance Jewish life in Broward, Israel and worldwide.

### About the Position:

The Jewish Federation of Broward County is seeking a detail-oriented, strategic, and mission-driven Accountant to manage the organization's day-to-day accounting operations and support financial oversight and planning for the organization's endowments and legacy giving programs. This is a key position that ensures financial accuracy, regulatory compliance, and efficient reporting processes. Reporting to the Executive Vice President, CFO, the Accountant plays a critical role in managing internal controls, supporting audits, and helping maintain the financial health of the organization.

### What You Will Be Doing (Principal Duties/Responsibilities/Tasks of the Role, Typical Day):

#### Financial Reporting & Month-End Close

- Prepare monthly and quarterly financial statements, including variance analysis and fund activity.
- Support month-end and year-end close processes in collaboration with the CFO.
- Maintain and reconcile general ledger accounts to ensure accuracy and compliance with GAAP and nonprofit accounting standards.

#### Fund & Grant Tracking

- Track restricted, temporarily restricted, and unrestricted funds, including endowments, life insurance policies, gift annuities, CLATs/CRATs, and trust assets, ensuring proper classification and usage in accordance with donor intent.
- Maintain accurate grant schedules and support grant reporting for program and development teams.
- Reconcile contributions and restricted funds with fundraising records and development staff.

## **Audit & Tax Preparation**

- Prepare supporting documentation and schedules for the annual financial statement audit and IRS Form 990.
- Liaise with auditors and external accountants, responding to information requests and ensuring timely delivery of materials.
- Ensure internal controls are followed and documented appropriately.

## **System & Process Improvement**

- Maintain and enhance accounting procedures, documentation, and workflows to support transparency and efficiency.
- Ensure data accuracy and consistency between accounting software (e.g., MIP Fund Accounting) and other systems like CRM (e.g., FidTechPartners (FTP) and Raiser's Edge NXT).

## **What You Need to Succeed:**

- Bachelor's degree in accounting, Finance or related field.
- Minimum of 2-4 years of professional accounting experience, preferably in a nonprofit environment.
- Experience with general ledger accounting, accounts payable/receivable, bank reconciliations, and financial reporting.
- Familiarity with nonprofit accounting principles, fund accounting, and restricted vs. unrestricted funds.
- Proficiency in accounting software (e.g., SAGE MIP, QuickBooks, NetSuite, or similar) and Microsoft Excel.
- Experience preparing for audits is a plus.
- Strong attention to detail, organizational skills, and ability to manage multiple priorities.
- Prior experience working with Jewish communal organizations is preferred but not required.

## **Benefits**

The Jewish Federation of Broward County is an equal-opportunity employer offering a people-friendly environment. The benefits of this position include a full suite of medical benefits, up to 3% retirement contribution; competitive paid time off and parental leave; opportunities for professional development; and a work culture that pairs high expectations and accountability with significant flexibility.

*This job description is intended to convey information essential to understanding the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.*

