



The Jewish Community Center has an opening for a **Manager of Accounting/Controller** (depending on experience) to join our team. This is a full-time exempt position which is based at our Creve Coeur location.

The J has an overall budget of approximately \$22 million. We have two campuses featuring state of the art fitness centers, indoor and outdoor pools, gymnasiums, early childhood education centers, an adult day center, cultural arts programs, day camps, recreational sports, etc. which serve our more than 16,000 members as well as nonmember program participants. Our third campus on the Lake of the Ozarks houses our residential camp, Camp Sabra.

Our full-time employees are eligible for our benefits package which includes: medical, dental, life, ad&d, and long-term disability insurances, voluntary insurance options, paid vacation, sick and holiday time, company paid pension and 403b for retirement, dependent care flexible spending account, health savings account, complimentary membership at the J and program discounts. We have onsite fitness, aquatics, early childhood education centers and adult day center (Creve Coeur only), complimentary parking, and much more at our multi-faceted facilities.

**Summary:**

Directs and coordinates all accounting and treasury operations including accounts payable, accounts receivable/billing, cash receipts, payroll and investment accounting. Prepares financial reports and coordinates external audit and preparation of filings to funding agencies. Directly supervises: Payroll Coordinator, Accounts Receivable Coordinator, Accounts Payable Coordinator, and Accounting Clerk.

**Responsibilities:**

- Supervises accounts payable, accounts receivable, billing, cash receipts and payroll functions. Establishes and implements processes related to timing and format of account reconciliations and other procedures to ensure the accuracy of financial data and control over agency assets.
- Maintain proper financial reporting and general ledger administration
- Prepares or directs preparation of financial statements, annual budget worksheets and results, and acts as a resource to departments as they prepare budgets. Participates in the yearly budget and reforecast meetings.
- Prepare journal entries, monthly and yearly closing transactions, and bank reconciliations. Analyze operating results compared to the budget and to prior year
- Reconciles various Agency systems prior to import into accounting software (Camp Minder, Vendini, Raisers Edge, etc.)
- Acts as liaison with bank representatives and monitors back charges and account features to ensure cost effectiveness of bank account type (ZBA, positive pay, etc.). Ensures bank account reconciliations are completed on a timely basis.
- Approves stop payment requests and initiates wire transfers and EFTs.

- Performs certain system administrator functions for Abila MIP accounting system, including training on features, new modules and new releases. Trains accounting employees on software, as necessary, to increase efficiency of account reconciliations and other functions.
- Manages company's employee purchasing card program.
- Establishes, communicates and ensures adherence to policy for employee travel, mileage and meal expenses.
- Handles recording of all investment activity including realized/unrealized gains and losses, dividends, withdrawals, transfers to operation fund and additional investments. Reconciles all investment accounts monthly to ensure accuracy of endowment fund reports.
- Verifies details of semi-monthly payroll submission prior to processing of payroll.
- Coordinates the audit and provides requested information to outside auditors to ensure fieldwork and audit report are completed in a timely manner.
- Prepares reports required by various funding agencies—United Way, Jewish Federation, Productive Living Board, and others.
- Establishes and maintains systems, processes and controls which verify the accuracy of financial information and provide safeguards over agency assets.
- Plays key role in system implementations (e.g. membership database, accounting systems, etc.) and other special projects as assigned.
- Attends relevant committee meetings. Provides direct support to the Finance and Investment committees.
- Interviews, selects, hires and supervises employees. Conducts performance reviews, makes recommendations for salary adjustments and provides training to new and existing employees.
- Other duties as assigned by supervisor.

**Qualifications:**

- Bachelors or Masters degree in accounting is required. CPA is preferred.
- 7-10 years of total accounting/finance experience. Accounting experience in a not for profit environment preferred but not required.
- Strong verbal and written communications skills.
- Proficient using Excel, financial reporting systems and other related software. Must have track record demonstrating capability to learn and master new systems.
- Must be able to handle multiple priorities and projects simultaneously.
- Must have effective organizational skills.
- Must be able to effectively collaborate and communicate with multiple department heads, management and staff.
- Experience with Abila MIP accounting software and/or CSI Spectrum is a plus but not required.

To learn more about the J, please see our website [www.jccstl.org](http://www.jccstl.org) .

To apply, please submit your cover letter and resume to [careers@jccstl.org](mailto:careers@jccstl.org) . Please indicate the title of the position you are applying for in the subject line of your email. Our application is available for printing from the employment section of our website. Please note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.