



**Jewish Family Services
Senior Accountant
Full-time**

Date Posted: 11/1/17

Deadline to Apply: Accepting applications until position is filled.

Description:

Jewish Family Services (JFS), a respected, nonprofit whose mission is to provide supportive services to strengthen families, children and individuals throughout their life cycle is offering an opportunity in their Finance Division for a full time Senior Accountant to administer a variety of accounting activities, as delegated by the Chief Financial Officer. This position will be responsible for preparing financial statements, grant reports and budgets, processing payroll, and performing general ledger reconciliations.

Responsibilities include:

- Prepare and/or assist in the preparation of:
 - Cash management schedules,
 - Audit schedules including, but not limited to, Schedule of Federal and State Awards, Net Assets, and Consolidation/Elimination of Entities,
 - Grant/program budgets and reports
 - Monthly management reports for service fees, investments, and selected programs, and
 - Data for preparation of annual tax returns.
- Primary responsibility for monthly closings and preparation of monthly income and expense statements, balance sheet, and cash flow statements.
- Review assigned tasks performed by other staff in the department.
- Review Accounts Receivable billings and aging's monthly; investigate past due accounts.
- Coordinate activities with Agency's collection policy.
- Manage assigned governmental grants to ensure compliance with OMB's Uniform Guidance.
- Prepares payroll; works directly with human resources director to gather payroll and benefits information and to produce supportive administrative reports.
- Primary responsibility for coordination with the auditors for the year-end audit.
- Primary responsibility for annual budget preparation.
- Provides backup for and assistance to the Accounting Associate, Staff Accountant and Medical Billing Coordinator.

Qualifications:

- Four year Accounting Degree in accounting from an accredited educational program required and a minimum of three years of accounting work experience.
- Familiarity with non-profit accounting systems helpful.
- Capacity to function independently with the ability to organize, prioritize, and assume professional responsibility required.
- Must master Excel, Word and all accounting-related software packages in use.
- Ability to pass a criminal background check with the Wisconsin Bureau of Justice, Crime Information Bureau.
- Ability to work effectively with clients, consultants, department/agency staff, and others.
- Knowledge, understanding and/or willingness to learn Jewish culture and traditions necessary.

Location: Milwaukee, WI

Benefits and other compensation:

Compensation for this position will be \$52,000 to 58,000 annually depending on experience. Jewish Family Services offers paid vacation, sick, holiday and personal time. Health, dental, vision, life, and long-term disability insurance, a 403(b) Retirement Plan, Section 125 Cafeteria Plan, Aflac benefits, and an Employee Assistance Program are also available to full time employees.

Application information:

ALL QUALIFIED INDIVIDUALS WISHING TO BE CONSIDERED FOR THIS POSITION MUST SUBMIT, WITH THEIR RESUME, A COVER LETTER INDICATING POSITION SOUGHT. RESUMES AND COVER LETTERS CAN BE SUBMITTED VIA:

Email: info@jfsmilw.org
Fax: 414-225-1340 to the attention of the Recruiter
Mail: Jewish Family Services
Attn: Recruiter
1300 N. Jackson St.
Milwaukee, WI 53202

Other information:

Additional information about Jewish Family Services can be found on our website at <http://www.jfsmilw.org/>

JFS WAS SELECTED AS ONE OF THE JOURNAL SENTINEL'S TOP WORKPLACES IN 2014.

We encourage and welcome candidates with diverse backgrounds to apply.

JFS is an equal employment opportunity employer functioning under an Affirmative Action Plan.