

Accounting & Payroll Manager

Westchester Reform Temple

Position Summary:

The Accounting & Payroll Manager supervises the financial and payroll operations of the temple consistent with generally accepted accounting principles, implementing sound internal controls and financial management practices. Reporting to the Executive Director, this professional will work with staff and volunteer leadership in managing the General Ledger and Balance Sheet resources of the temple, including preparing the annual budget, recording financial transactions, reporting financial results, tracking cash and investment accounts, expertise with the financial database, as well as being primary liaison with external auditors. This professional is also the lead staff person responsible for all payroll, retirement, insurance and benefits items, including employee enrollment, adjustment and termination within these programs.

The Accounting & Payroll Manager supervises the Bookkeeper, and must communicate effectively with all levels of staff within the organization, board members, vendors, outside agencies and temple members. Critical to the success of this individual will be the qualities of integrity and accuracy, strong time management and communication skills, and the ability to research all aspects of the problem, recommend solutions and successfully implement them.

Major Responsibilities

- Directly execute all entries into the general ledger, balance sheet and fixed assets schedules, with accuracy and according to GAAP
- Conduct monthly closing operations, prepare bank reconciliations and financial reports for the Executive Director, Treasurer and other leadership as requested
- Track and record all inventory items, including fixed assets, cemetery plots and Judaica shop items
- Ensure that proper financial checks and balances are in place and that financial operations are done in compliance with procedures manual and other guidance
- Administer temple financial systems including general ledger, credit/debit card systems, membership database system, and any other systems related to financial activity
- Under the supervision of the Executive Director, monitor and report on day-to-day banking and cash management operations.
- Work closely with auditors, provide all requested reports and schedules, and review draft audited statements for accuracy
- Provide revenue, compensation and expense reports and analysis for Executive Director, Board President, Treasurer and department heads in preparation of annual budget, and as needed throughout the year
- Input annual budget into the general ledger, set up management reports with new accounts as needed

- Directly execute all aspects of preparation, submission and recording of payroll through our processor (currently Paychex), including entries into the general ledger
- Directly execute all aspects of employee insurance, retirement and other benefits programs, including entries into the general ledger

- Work directly with employees with regard to enrollment, adjustment and termination of payroll, retirement, insurance and benefit programs
- Maintain employee HR files in accordance with legal guidelines and best practices
- Prepare wage notices & compensation letters annually, and for needed mid-year changes
- Handle all quarterly and annual reporting and audits for payroll, retirement, insurance and benefit programs
- Supervise the Bookkeeper, review their work and reports regularly
- Prepare annual evaluation for Bookkeeper in coordination with Executive Director
- Be prepared to fill-in for Bookkeeper's tasks when needed

Requirements:

- Bachelors or Masters degree in accounting or similar; CPA strongly preferred
- Experienced with not-for-profit accounting
- Experienced with general ledger, payroll and membership database systems
- Detail-oriented; supremely accurate
- Highly-organized; excellent at time management
- Comfortable with technology generally; eager to learn new software and systems
- Excellent analytical skills including financial statement analysis
- Strong excel and word skills; good verbal and written communication skills
- Strong sense of customer service; can deal with a wide variety of people on various financial issues
- Self-starter; problem-solver
- Familiarity with synagogues a plus

Westchester Reform Temple is an Equal Opportunity Employer. We do not discriminate on the basis of age, race, ethnicity, faith, national origin, gender, sexual orientation, disabilities or any other legally protected classifications.

Please send cover letter and resume to Eli.Kornreich@wrtemple.org.