

ACCOUNTING MANAGER

Jewish Federation of Greater New Orleans

Role Overview:

Jewish Federation of Greater New Orleans is looking for a talented Accounting Manager to be responsible for daily accounting operations, ensuring accuracy and compliance while supporting organizational efficiency. This in-office role reports to the external, fractional CFO and works alongside the COO and CEO.

Key Responsibilities:

- Accounting Functions
 - Manage day-to-day accounting operations, working with other departments as the on-site resource for accounting-related inquiries.
 - Oversee and process accounts payable – maintain vendor records, receiving and paying bills.
 - Oversee expense approval workflows and collect expense support from credit card holders.
 - Prepare bank deposits and work closely with Development Staff to record donations etc.
 - Monitor and report on cash flow as needed, managing bank accounts to ensure appropriate cash availability for payroll and AP payments.
 - Support annual audit and 990 tax filing preparation.
 - Track grant and restricted fund activity, maintaining accurate schedules.
 - Perform monthly bank and credit card reconciliations.
 - Work closely with Fractional CFO to perform month end close tasks, journal entries, and reconciliations timely and on schedule.
 - Assist in improving and documenting company accounting procedures, identifying potential issues, and making improvements to further streamline the organization's operations.
- HR/Payroll/Administrative Functions
 - Prepare biweekly payroll; serve as the expert on the payroll software (iSolved) for other departments for HR workflows in the system; liaise with payroll company's support team.
 - Responsible for employee onboarding and benefits administration.
 - Work with COO and insurance representatives to ensure the proper and sufficient coverage is maintained in all areas
- Other duties as may be assigned.

Qualifications:

- Bachelor's degree in accounting, finance, or related field.
- 5+ years of experience in similar roles; nonprofit experience preferred but not required.
- Strong financial acumen, attention to detail, and organizational skills.
- Strong proficiency in Microsoft Office (Excel, Word, Outlook, OneDrive/Sharepoint), cloud-based tools, and financial and operational software (for example: MIP Fund Accounting, iSolved online payroll software, NeonOne CRM, online banking portals, Control Hub).
- Excellent written and verbal communication skills.
- Tech-savvy, adaptable, and a team player.

Compensation:

- **Salary:** \$80,000 - \$82,000 annually.
- **Work week:** 34 hours, Monday-Thursday 9a.m.-5 p.m. and Friday 9a.m.-4 p.m. with an hour of unpaid lunch

- **Generous holiday policy:** including Jewish and some Federal holidays off.
- **Vacation and sick days:** 15 vacation days and 10 sick days.
- **Other benefits:** 401K, life insurance, long-term disability insurance, health insurance (Federation pays 80%), complimentary family membership to the JCC, flexible medical spending plan, and 4 days a month remote option available after 3 months.
- **Career advancement:** Growth potential with professional development reimbursement and opportunities to advance into a Controller position as expertise and responsibilities expand.

How to Apply:

- Please send your resume and cover letter to **staffing@jewishnola.org**
- **Only applications with both a resume and a cover letter will be considered.** In your cover letter, provide integrated responses to the following questions:
 1. Tell us why you think this role and the Jewish Federation of Greater New Orleans would be a good fit for you.
 2. Tell us about your best professional accomplishment.
 3. How do you hope this opportunity will help you grow personally and professionally?

About Jewish Federation of Greater New Orleans:

The Jewish Federation of Greater New Orleans ("JFGNO"), founded in 1913, serves as the central coordinating body for the local Jewish community. Its mission is to inspire Jewish identity and engagement by connecting members to opportunities locally and globally. JFGNO fosters an inclusive and connected community through programs in leadership, advocacy, professional development, interfaith dialogue, and social action. These initiatives promote multicultural relations, LGBTQ+ inclusion, and philanthropy. Through strategic partnerships, JFGNO strengthens Jewish life, ensuring a vibrant and inclusive future for all.