



SENIOR ACCOUNTANT

CLASSIFICATION: Confidential/Non-Union	SALARY: 75K to 80K annually
DEPARTMENT: Finance & Accounting	FLSA STATUS: Exempt
REPORTS TO: Controller	APPLICATION DEADLINE: Until Filled

Under the direct supervision of the Controller and working closely with the CFO, the Senior Accountant performs assigned activities within the Finance & Accounting department. The successful candidate will provide consistent, accurate and efficient assistance on a variety of levels of complexity.

ESSENTIAL DUTIES

- Perform financial and cost analysis for budget forecasting under the direction of the CFO
- Research and document financial and personnel records to assist CFO in external audits
- Provide financial and personnel data for preparation of grant budgets and applications
- Collaborate with Controller and development department on event budgets, and provide CEO, CFO and Development Department with final closeout reporting
- Prepare payments for disbursement of client trust payments
- Process A/P bills and payments for review by Controller and signature by agency Officers
- Reconcile bank accounts within first 7-days of the month to be reviewed by the Controller
- Prepare and process bank deposits and report deposit details to Controller, CEO and CFO
- Work with Controller to prepare required payroll expense reports by fund codes monthly
- Coordinate with HR Generalist regarding various confidential benefits and payroll matters, including budgeting and forecasting for collective bargaining negotiations and proposals regarding same

QUALIFICATIONS

- BS in Business or Accounting or equivalent
- CMA or CPP certification desired but not required.
- Minimum of 5 years of verifiable financial analysis and accounting experience
- Minimum of 3 years work experience in a nonprofit organization is highly preferred

PERSONAL SKILLS: In addition to the above qualifications and skills, an individual must:

- Demonstrate an understanding and have personal expression of, and a commitment to, Bet Tzedek’s Core Values, which are:
 - *Leadership* – Seeks to lead through excellence in work product, and in relationships with colleagues and others; strives for open communication with all and seeks to show leadership through collaboration;
 - *Community* – Deep understanding that integrity and respect are the only ways to truly reach people; continually explores ways to unite colleagues in the pursuit of social justice;
 - *Innovation* – Demonstrates courage in action by being honest and open no matter what the topic; shows creativity of thought and is curious about new and challenging ways to further our mission

HOW TO APPLY

- Email letter of interest, resume, salary history and employment application to resume@bettzedek.org. (Please, no phone calls.)

Bet Tzedek Legal Services hires staff without regard to race, ethnicity, religion, national origin, age, gender, sexual orientation, gender identity, gender expression, marital status, or disability.