

Job Description

Job Title: Accounting Associate

Job Summary

The accounting associate performs all duties in the area of membership billing, ensuring that accounting activities are completed in accordance with established policy and procedures. This person reports directly to the accounting manager or the executive director if the supervisor is unavailable. The specialist also performs administrative and receptionist duties as assigned.

Responsibilities and Duties

Manage membership billing system

- Prepare and distribute billings (monthly, annually, special events)
- Set-up/process cycle billing as needed
- Set-up and process automatic payment plans
- Make corrections to payment methods as necessary
- Apply incoming payments to accounts
- Process religious school deposits
- Process in-house donations
- Download web payments daily
- Assist in collections of aging account receivable accounts
- Make minor adjustments to accounts
- Issue payment receipts as needed
- Work with accounting manager on major account adjustments
- Work with member liaison on maintaining member information
- Run reports on accounts and billing codes as needed
- Respond to all member/staff inquiries regarding accounts
- Maintain strict confidentiality
- Back-up the accounting manager as needed

Cash Management

- Prepare daily deposits

Operating Budget

- Assist with spreadsheets and research for preparation of annual budget

Billing and Accounts Receivable

- Process invoices for miscellaneous fees including facility rental & catering
- Process religious school deposits
- Handle member or staff inquiries regarding billing and statements
- Transfer web payments daily
- Process & transfer the A/R side of the in-house donations
- Issue payment receipts/thank you notes as needed

Payroll and Employee Benefits

- Back-up for accounting manager when they are unavailable

Tax Preparation

Assist accounting manager with preparation and distribution of annual donor tax receipts

Administrative Duties

Perform receptionist duties when required

Greet synagogue guests in a warm and friendly manner

Screen visitors before allowing them into the building

Answer phones in a pleasant tone and direct callers to appropriate person

Other duties as assigned

Qualifications and Skills

Bachelor's degree in accounting, finance or related field. Two-year's experience as an accounting professional working for a nonprofit organization. Knowledge of QuickBooks or other accounting software. Detail oriented. Knowledge and understanding of the Jewish faith, customs and holidays. Patient, kind and understanding when dealing with individuals.

Please email resume and cover letter to Laura Moskow Sigal at lsigal@tiferethisrael.org.

Tifereth Israel is the largest congregation in Columbus, Ohio. The salary range for this position is \$35,000-42,000 based on experience. We offer comprehensive benefits including health, dental, vision, vacation, sick, holidays, etc.

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