

**Job Title:** Staff Accountant  
**Department:** Finance  
**Reports To:** Director of Accounting & Finance

**FLSA Status:** Non-Exempt  
**Prepared Date:** June 2022

*All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:*

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

**Position Summary:**

The Staff Accountant performs general accounting duties in accordance with the SJCC's policies and procedures, generally accepted accounting principles (GAAP), and local, state, and federal rules and regulations.

**Essential Duties and Responsibilities:**

- Prepare and enter journal entries to the general ledger on server-based accounting system.
- Reconciliation of balance sheet items, bank accounts, and application of payments.
- Download payroll activity and vendor invoices, use pivot tables to allocate expenses, and CSV files to import into accounting system.
- Assist with preparation, review, and distribution of monthly departmental and agency financials, as well as annual departmental and agency budgets.
- Assist with researching, reviewing, and responding to various staff accounting related inquiries.
- Assist with annual external audit(s) by accounting firm.
- Assist with varied accounting functions, such as excise tax filings and governmental licenses.
- Assist with ad hoc analysis and reports.
- Provide back-up for accounts payable, including reviewing documentation for, approving and processing of, payment requests; entering expenses and payments into accounting system; and processing payments.
- Provide back-up for processing, reconciling, and reporting third party vendor payments, via different cloud-based systems.
- Complete special projects as assigned.
- Recommend improvements to department processes and procedures.
- Attend meetings, and build professional, positive relationships with SJCC staff and Board.
- Assist with SJCC special events on occasion.
- Practice and promote SJCC's mission and values.
- Other duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- Minimum of two years accounting experience.
- Bachelor's degree in Accounting or Finance preferred.
- CPA certification preferred.
- Nonprofit experience a plus.

Knowledge, Skills, and Abilities:

- Extensive knowledge of accounting principles, including accrual accounting, and rules/regulations.
- Proficient in Excel (including creating pivot tables).
- Knowledge of accounting software and database software.
- Ability to quickly learn and work with a variety of server and cloud-based software programs with minimal supervision.
- Ability to read, analyze, and interpret financial reports, bank statements, and accounting regulations.
- Ability to effectively communicate accounting principles, processes, and results to non-accounting people.
- Ability to communicate effectively, verbally and in writing, be customer service oriented and diplomatic.
- Ability to work effectively, independently and as part of a team, with other staff, SJCC members and guests.
- Ability to meet requirements for frequent and established deadlines.
- Ability to work in a respectful and professional manner with people of all backgrounds.
- Ability to prioritize work load effectively and exercise independent judgment and discretion.
- Ability to maintain strict confidentiality.
- Ability to be inquisitive, question why and how things are done, and continually look for ways to improve processes.
- Strong organizational skills and attention to detail.

Additional Employment Requirements:

- Satisfactorily pass a criminal background check
- Up-to-date with COVID-19 vaccinations, as defined by King County Public Health (employees may make requests for a reasonable accommodation in accordance with applicable laws)

**Physical Demands and Work Environment**

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent may occasionally be required to carry materials weighing up to 25 pounds.

Environmental Conditions: The work is performed in an office environment, with a moderate noise level, and in various indoor and outdoor locations (program dependent), where the noise level is moderate to loud and environmental conditions may include slippery surfaces, crowded areas, or working near moving parts (e.g. exercise equipment).

**SJCC is an Equal Opportunity Employer**

At the SJCC, our mission is to create community spaces for all and to fulfill our obligation of **Tikkun Olam** – making the world a better place. We know that we cannot do this without providing inclusive opportunities for all and celebrating our differences. *As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, Veteran status, age, or any other characteristic protected by applicable law.*