

**JOB DESCRIPTION**

Title:	Accounting Manager	Compensation	\$75,000-\$90,000
Department:	Administration	Type:	Exempt
Reports To:	Executive Director	Hours:	M-Th 9-5, F 9-3:00 Some required for committee meetings.

Temple Israel is a progressive and innovative Conservative Synagogue located on the beautiful campus of Shalom Park in southeast Charlotte, North Carolina, with a large congregation of devoted members. Learn more about us at www.templeisraelinc.org.

Job Summary:

Temple Israel's Accounting Manager supports all financial functions of the congregation. Primary responsibilities include preparation and monitoring of the annual operating budget, payroll processing, accounts payable and receivable, management of general ledger, P & L and balance sheets, bank and account reconciliations, all financial reporting, and month-end/year-end reports including tax letters. In addition, the Accounting Manager serves as the administrator of Temple Israel's benefit programs and fulfills human resource functions associated with new hires and employee exits. The Accounting Manager also supports the Treasurer and assists the Finance Committee of the Board of Trustees. Successful candidates will have strong customer service skills and high attention to detail. While the items below provide specifics regarding this position as it is currently defined, it may evolve over time, based on the needs of the congregation.

Major Duties & Responsibilities:

1. Preparation, management, and monitoring of annual operating budget.
 - The Accounting Manager is responsible for preparing the annual operating budget, in partnership with the Executive Director and Board Treasurer.
 - The Accounting Manager provides all department heads with monthly status reports to ensure expenses are monitored and adjustments are made, as necessary.
 - The Accounting Manager is responsible for the budget forecast and updates the forecast monthly based on actual income and expenses compared to budgeted amounts.
 - The Accounting Manager attends monthly Finance Committee meetings and budget planning meetings, when requested.

2. Payroll, accounts payable and receivable.
 - The Accounting Manager prepares biweekly payroll via automated online system, maintains payroll records, and is responsible for accurately addressing payroll taxes.
 - The Accounting Manager reviews all vendor invoices for accuracy and processes payments in a timely fashion to avoid late charges.
 - The Accounting Manager creates invoices for Temple Israel auxiliary groups, Shalom Park partners and community partners to ensure appropriate payment for any provided services.
 - During the summer months, the Accounting Manager processes a high volume of commitment renewal pledges and religious school registrations and sets up payment plans for the coming year for all Temple Israel congregants. Thereafter, the Accounting Manager creates and sends monthly statements to congregants.
 - The Accounting Manager enters congregant pledges, donations and program charges and processes payments for charges to member accounts in ShulCloud (includes credit card payments, stock gifts and gifts received from charitable funds/foundations). The Accounting Manager also prepares gift acknowledgement letters, as necessary.
 - The Accounting Manager researches and suggests opportunities for savings or vendor discounts.
 - The Accounting Manager is responsible for sales tax accumulation and reimbursement submissions.
 - The Accounting Manager regularly communicates with congregants regarding billing questions and payment issues.
 - The Accounting Manager assists with collection of dues and other open payments to minimize aging accounts.
 - The Accounting Manager assists the Education Director and Cantor with teacher and tutor contracts.
 - The Accounting Manager supports Temple Israel's auxiliary groups and assists with bank deposits and vendor payments, as necessary.
 - The Accounting Manager manages contracts, spending and relationships related to office equipment (copier, postage meter, nonprofit postage permit, etc.).
 - The Accounting Manager is responsible for adhering to all approved internal controls.
3. Management of general ledger, P & L and balance sheets, including reconciliation.
 - The Accounting Manager maintains the general ledger and records journal entries in QuickBooks.
 - The Accounting Manager ensures the P & L statement and balance sheet are updated and accurate.
 - The Accounting Manager reconciles monthly statements and vendor records and performs all necessary bank and account reconciliations on a monthly or quarterly basis.
 - The Accounting Manager monitors all of Temple Israel's bank accounts, restricted funds and Endowment Funds and maintains accurate records regarding contributions, withdrawals, deposits and transfers.
 - The Accounting Manager serves as the liaison to Temple Israel's banking institutions and executes banking transfers, as necessary.

4. Financial reporting.

- The Accounting Manager prepares monthly financial statements for Board of Trustees (full financials quarterly, dashboard monthly). In addition, the Accounting Manager supports the volunteer Treasurer and assists the Finance Committee of the Board of Trustees.
- The Accounting Manager produces and maintains all month-end and year-end reports and creates and analyzes other financial reports, as requested.
- The Accounting Manager creates year-end tax letters annually to send to congregants for charitable contributions.
- The Accounting Manager works with third party auditor to create an annual compilation, financial review, or full audit.
- The Accounting Manager maintains an updated list of Temple Israel's fixed capital assets.
- The Accounting Manager coordinates Temple Israel's independent annual audit.

5. Human resources and benefits management.

- The Accounting Manager assists Temple Israel employees with new hire and exit paperwork.
- The Accounting Manager administers Temple Israel's benefit programs, including those available to employees through Shalom Park (medical, dental, vision) and those maintained independently by Temple Israel (short-term disability, long-term disability, life, flex benefits, supplemental programs, 401K, etc.).
- The Accounting Manager serves as the liaison to insurance representatives and independent consultants and acts as first point of contact for agency insurance plans (including property, liability, umbrella, D & O, and worker's compensation). The Accounting Manager prepares documentation for annual worker's compensation audit.

Skills/ Qualities/ Knowledge Requirements:

- Excellent in QuickBooks, Excel, Microsoft Outlook software, ShulCloud (or other cloud-based fundraising/financial management software); proficient in Word, PowerPoint, Publisher, Adobe and Google Documents.
- Strong knowledge of general accounting standards and principles, as well as state and federal tax laws.
- Optimistic and hard-working.
- Flexible and able to juggle multiple projects at once.
- Must possess tact and an even disposition, along with excellent oral and written communication skills.
- Displays high integrity, sound judgement, and good problem-solving skills.
- Genuine interest in working with the Jewish community in the Charlotte area.
- Must be willing to attend occasional evening and weekend meetings, programs and events, as needed.
- Must be well-organized, adhere to deadlines and possess a strong attention to detail.
- Must be comfortable working both independently and collaboratively in a fast-paced office.
- Ability to work efficiently and manage time with minimal supervision.
- Desire to work as part of a team and willingness to assist with other duties, as needed by the Temple Israel Executive Director and professional team.
- Expected to discreetly manage sensitive issues and maintain the highest level of confidentiality.

Education and Experience:

Bachelor's degree in business or accounting desired plus at least eight years of progressive general ledger experience. CPA and accounting firm experience is a plus. Nonprofit and/or religious organization experience strongly preferred. Experience with HR/benefits, worker's compensation audits, 1099 year-end reporting, and payroll benefits preferred. Experience with property management a plus.

Comprehensive benefit plan available.

Effective Date – Position available now. We will begin interviewing successful candidates as soon as applications are received. Background and reference check must be completed prior to official start.

To apply, please submit your resume to Amy Udoff at president@templeisraelinc.org

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.