



The Ronald Gardenzwartz
Jewish Community Center

Accounting Specialist

Job Description

The Jewish Community Center of Greater Albuquerque, JCC, has an exciting opportunity for an Accounting Specialist. This position reports to the Chief Financial Officer and has responsibilities for Accounts Payable and Accounts Receivable. If you'd like to work for a dynamic, professional, community and family-oriented organization and you meet the job requirements noted below, we'd like to hear from you.

- Full cycle accounts payable.
- Identify and resolve financial discrepancies.
- Prepare and distribute monthly time off balance reports to Directors.
- Financial recording maintenance including but not limited to posting and balancing general ledger entries, preparing, and reconciling accounts. (not bank statements)
- AP/AR processing including but not limited to reviewing invoices, processing payments, managing vendor accounts, and handling accounts receivable.
- Reporting and compliance including but not limited to assisting with month-end close, ensuring all transactions are entered correctly, budget monitoring, and ensuring compliance with financial policies.
- Analytical tasks including but not limited to researching discrepancies, resolving invoice issues, and analyzing financial data using the trial balance.
- Ensuring each check is deposited separately and recorded in the accounting software immediately.
- All other tasks as assigned by the Chief Financial Officer (CFO)

Required Qualifications

- High School Diploma or GED
- Associates in Accounting / Bookkeeping certificates
- At least 2+ Years of Accounting or related experience.
- Ability to Multitask.
- Demonstration of strong time management skills
- Exercise discretion and maintain confidentiality regarding company accounts and payroll.
- Demonstration of strong organizational skills and attention to detail skills.
- Strong critical thinking and analytical reasoning skills.
- Proven skills in MS Office Suite: Excel, Word, and Outlook
- Personable, friendly, customer-service oriented
- Able to work as a team player and to develop and maintain a professional working relationship with the JCC members and staff
- Uses initiative and is resourceful

Preferred Experience

- 1-3 years of accounting skills and various accounting software programs.
- Associates/Bachelor's degree in Accounting or Business
- Experience with Quickbook's Software strongly preferred.

5520 Wyoming Blvd NE
Albuquerque NM 87109

The JCC is an Equal Opportunity Employer and fully complies with all Federal, State and Local Laws.

This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential skills and qualifications of the position.

Signatures

Employee_____Date_____

Manager_____