



JOB ANNOUNCEMENT

Staff Accountant

ABOUT THE JEWISH COMMUNITY FOUNDATION

Individuals can make a difference; together we change the world. This is the Jewish Community Foundation's (JCF) core belief. The JCF combines donor-driven philanthropy, investing and education for maximum benefit in the community. JCF develops and manages philanthropic vehicles and assets, including donor-advised funds, endowments, and organizational funds. A philanthropic innovator, the JCF is a leading community foundation in offering impact investment opportunities to its donors. JCF is also renowned nationally for its Endowment Leadership Institute, a model that has been replicated across the country.

For almost 60 years, the JCF has granted more than \$2.3 billion to 7,000+ organizations on behalf of more than 1,000 donors, making it one of the largest grantors in San Diego.

OVERVIEW OF THE JOB:

The Staff Accountant is a full-time, non-exempt position that reports to the Assistant Controller and works closely with the whole Finance Department. The position supports the financial operations of JCF by ensuring accurate accounting, compliance with nonprofit accounting standards and strong stewardship of the Foundation's assets.

Overall Responsibilities:

- Ensure accurate recording and proper allocation of daily contributions; prepare and distribute donor acknowledgment letters
- Maintain the general ledger, including preparation of monthly journal entries and account reconciliations
- Assist with grant payment processing, tracking, and required financial reporting
- Support accounts payable functions, including invoice entry and check disbursements
- Assist in budget preparation, monitoring, and variance analysis
- Support month-end and year-end close processes to ensure timely and accurate financial reporting
- Assist with preparation of annual audit schedules and collaborate with external auditors
- Respond to internal and external inquiries related to accounting and finance matters
- Document accounting procedures and support the development and maintenance of internal controls
- Follow established internal controls to safeguard foundation assets

SKILLS, QUALIFICATIONS AND ESSENTIAL FUNCTIONS

- B.A. in Accounting, Finance or related field preferred
- At least five years of accounting experience, preferably in not-for-profit sector
- Proficient in all Microsoft Office applications
- Experience using Salesforce a plus
- Comfortable and competent with technology and eager to learn new systems
- Excellent communication skills – both written and verbal
- Demonstrated ability to organize and prioritize multiple ongoing activities
- Excellent customer service skills
- Commitment to detail
- Strong interest in working in the nonprofit sector with a values-driven organization
- Must be able to multitask and thrive in a busy environment
- Willingness to take instructions and requests from multiple staff members

REPORTING RELATIONSHIP:

- Reports to the Assistant Controller

How to Apply: Please submit a resume and cover letter via email to: resume@jcfsandiego.org

Salary Range - \$82,000 to \$86,000. JCF offers a competitive benefits package

JCF is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees