

Jewish Renaissance Foundation

Job Description

<u>Title:</u>	Accountant
<u>Status:</u>	Regular, Full-time – Salaried/Exempt
<u>Department:</u>	Finance
<u>Location:</u>	Main Office – Edison, NJ
<u>Reports To:</u>	Chief Financial Officer
<u>Salary Range:</u>	To commensurate with education and experience.
<u>Post Date:</u>	8/2022

Job Summary:

The Accountant will be responsible for performing multiple accounting functions in the areas of accounts receivable and payable, month-end closing process, general ledger reconciliation, payroll, health center reporting, and grant/fundraising administration and additional projects as assigned. The Accountant will play a very important role in the Finance Department to ensure the accuracy of the financial records and compliance with internal controls. This individual will be reporting directly to the Chief Financial Officer.

Responsibilities:

- Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Completes external audit by analyzing and scheduling general ledger accounts and providing information for external auditors.
- Receives and records reimbursement checks, EFTs, ACHs and other checks from the mail and safeguards the receipt of revenue.
- Responsible for tracking patient accounts receivable and accounts payable for our federally qualified health center, due to third party payors to ensure compliance with financial policies and procedures and will coordinate with billing to ensure that patient accounts receivable are accurately recorded.
- Receives and verifies vouchers and invoice batches for accuracy against purchase orders, researches discrepancies (where necessary), ensures proper approval, coding and supports. This also includes monthly expense reimbursements and business cards transactions.
- Deposits checks and collections to the bank as needed.
- Prepares checks for payment.
- Records all check payments into the system and updates/maintains vendor files. Vendor files should have accurate and updated Form 1099 information and reporting.
- Oversees all financial, project/program and grant accounting to ensure that expenditures are consistent with the budgets throughout the grant/funding period.
- Collates financial reporting materials for Federal and State, corporate and foundation grants/awards.
- Generates operating reports of revenue and expenses by grant/program for the Chief Financial Officer, the Chief Executive Officer, and Program Directors, as requested.
- If the need arises, is able to work with outside contracted company to secure the successful processing of payroll and updating of benefits.
- Maintains complete and accurate reporting of payroll for the Agency.
- Maintains complete and accurate set of general ledger of the Agency on a day to day basis.
- Assists in the monthly/quarterly financial statements preparation.
- Prepares journal entries as required.

- Identifies areas for improvement and/or compliance with controls to ensure financial records as in accordance with GAAP and liaison with agency's staff to implement changes or process improvements as needed.
- Establishes and maintains close working relationships with vendors, contractors, consultants, and all third-party affiliates.
- Attends all Staff meetings, retreats, committee meetings, and any other mandatory agency-wide meetings.
- Meets all agency-wide, grantor, and departmental deadlines.
- Coordinates more complex accounting projects and initiatives with other members of the accounting and finance team or with other departments, as required/needed.

Qualifications:

- Bachelors' Degree in Accounting.
- Minimum of 3 years' experience in accounting, preferably with Non-Profit Organizations, or related organizations.
- Valid NJ driver's license in good standing.
- Working knowledge with Quickbooks
- Accounting experience in a public health care or community clinic setting working with Medicare, Medicaid, managed care health plans, commercial insurance companies and employers preferred
- Familiarity and/or experience with an Electronic Medical Record system a plus.
- Proficient knowledge of computer systems and applications such as Microsoft Office products, specifically Word, Excel, Access, and Outlook.
- Strong verbal, written, communication and documenting skills
- Must be a self-starter, quick learner, organized, assertive, and work independently
- Ability to prioritize, multi-task, and work in a fast paced environment.
- Must be able to work some weekends and evenings, if necessary.
- Requires sitting for long periods of time. Occasional standing, bending, stretching or lifting.

**If you are interested in this position, please send your resume to: jobs@jrfnj.org
Attention: Wilnelya Bosques, Director of Human Resources**



**Jewish
Renaissance
Foundation**

"One People, One Heart"

To learn more about our who we are, visit <http://www.jrfnj.org>
