

Job Title: Staff Accountant

About Jewish Family Services of Silicon Valley (JFS SV)

Jewish Family Services of Silicon Valley (JFS SV) empowers individuals and families facing life's challenges by providing quality human services inspired by Jewish values. Since our inception in 1977, we have remained committed to our vision that children, adults, and families in our community have access to affordable and meaningful professional services that help give them a better life. The agency's programs are available regardless of race, religion, ethnicity, sexual orientation, or ability to pay.

Job Summary

This position is responsible for performing one or a complete and systematic set of transactions in a specific phase of accounting. Duties include but are not limited to check preparation and record verification, preparing invoices and vouchers; maintaining files, posts ledger and general journal entries and/or balance accounts payable and accounts receivable records. Ability to reconcile difficult accounts.

Job Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Administer and/or maintain one or a combination of generally accepted accounting systems
- Provide a record of assets, liabilities, and other financial transitions
- Provide basic accounting procedures; financial statement preparation, month-end closing (i.e. balance sheets, income statements, and cash flow statements)
- Prepare journal entries and general ledger maintenance, inventory roll forwards, fixed assets, and margin analysis; supporting schedules for financial statements preparation
- May maintain various reports and schedules including payment cycle by week, delinquent invoice analysis, aged balance totals, warranty subsidiary logs, overdue invoice reports
- Prepare and distribute invoices to customers as required
- Coordinate and control input to sales analysis
- Ensure invoices comply with the contractual billing requirements
- Assist in outside audits as requested
- Payroll processing
- Assist CPA with annual financial and 401K audits by serving as company liaison with auditors
- May communicate with customers to address any past due invoices on their account and provide weekly status updates to management
- Make financial data available for the management team and clients upon request

Skills and Qualifications

- Bachelor's degree in accounting, finance, or general business is required
- Minimum of 3 years experience in accounting or finance
- Thorough knowledge of accounting and corporate finance principles and procedures
- CPA's preferred but not required
- Experience with QuickBooks and/or other automated accounting systems
- Must have strong experience with Microsoft Excel, Access, and Word
- Strong organization, verbal and written communication skills
- Demonstrated ability to work with minimal supervision and administer multiple projects and deadlines
- Possess analytical skills with particular attention to detail and confidentiality
- Ability to multi-task, work under pressure, and meet deadlines required

Salary and Benefits

Salary Range: \$69,000 - \$79,000 annually

This position is full-time, 37.5 hours/week. Salary is commensurate with qualifications and experience of the selected candidate.

Benefits include medical, dental, and vision care; company contributions to 401(a) retirement plan; generous paid time off, supportive colleagues; and a positive work environment in an office setting.

Jewish Family Services of Silicon Valley is an equal-opportunity employer and values diversity at all levels of the organization. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status or disability status.