



**Job Posting
Controller
Jewish Federation of Northern New Jersey**

Department: Finance and Administration
Reports to: Managing Director, Finance and Administration
Status: Full-time, exempt Position
Location: Northern New Jersey

Background info:

Jewish Federation of Northern New Jersey ("JFNNJ" or "Federation") is a non-profit philanthropic organization dedicated to creating a vibrant Jewish community in northern New Jersey. Federation cares for those in need, deepens engagement in Jewish life, and strengthens the bonds among Jews in the northern New Jersey area, in Israel, and around the world. Its primary functions are community planning and allocations, financial resource development, and leadership development.

Position Summary:

The Controller oversees the Accounting Department and is charged with the proper upkeep of JFNNJ's financial records and JFNNJ's adherence to applicable accounting and regulatory (i.e., IRS) guidelines. This role facilitates timely decision-making by ensuring that accounting records are accurate, reliable and up-to-date. Key responsibilities also include ensuring JFNNJ's compliance with regulatory and lender requirements, leading the annual audit, implementing internal controls and recommending process improvements.

The controller supervises two senior accountants as well as the office manager. The controller also supports with facility management and other administrative functions.

Responsibilities include:

- Supervise accounts receivable, accounts payable and payroll functions.
- Oversee, and execute where needed, banking activity and accompanying accounting system entries.
- Reconcile allocation payables and payments with Planning & Allocations Committee.
- Oversee grant reporting and reimbursement processes.
- Coordinate with the Data Processing department to ensure proper recording of donor transactions.
- Reconcile accounts in accordance with JFNNJ's monthly close process, prepare appropriate journal entries and resolve issues as needed.
- Ensure billing and collection of rental income and other receivables.
- Perform other monthly and quarterly reviews and entries as required.
- Assist other departments with accounting requests.
- Address accounting, internal controls and process issues.
- Recommend internal controls and process improvements.
- Assist in preparation for Audit and Finance Committee meetings.
- Perform financial close of JFNNJ and Supporting Organization books.
- Lead annual audit.
- Coordinate with JCHC accountant and auditors.
- Prepare agency investment reports and confirmation requests.
- Prepare 990 schedules for JFNNJ, supporting and supported organizations.
- File IRS reports and returns (990s, 5500s, 1099s) for JFNNJ, supporting and supported organizations.
- File NJ charities registrations and other annual reports for JFNNJ, supporting and supported organizations.



- Ensure compliance with state and federal filing requirements.
- Assist in budget preparation.
- Assist in IT, administration, and facilities matters as needed.
- Ad hoc reporting.

Qualifications and Skills:

- CPA or MBA or candidate with progressive career advancement
- Minimum 5-7 years accounting experience
- Non-profit experience preferred
- Must be highly proficient in Microsoft Office products (Outlook, Word, Excel, PowerPoint) and have strong general computer skills.
- Experience using non-profit accounting software and donor database software preferred
- Experience with 990 preparation and accounting for endowments preferred
- Must be highly organized and detail oriented.
- Ability to multi-task and prioritize assignments and projects.
- Excellent customer service skills.
- Ability to work as part of a team.
- Sense of humor and flexibility.
- Strong personal commitment to the Federation mission.
- Flexibility to attend occasional evening or Sunday events.
- Must have been vaccinated against COVID-19.

Please send Cover Letter & Resume to: jobs@jfnnj.org

Jewish Federation of Northern New Jersey prohibits discrimination based on the following protected categories: race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.