



Job Title:	Accountant
Reports To:	Director of Finance and Administration
Employment Status:	Full-time
Date:	July 2023

ABOUT THE POSITION: Congregation Beit Simchat Torah is seeking a dedicated and experienced **Accountant** to join our Synagogue and oversee various financial activities, including accounts payable (AP), accounts receivable (AR), reconciliations, financial reporting and other financial/administrative functions. As the Accountant, you will play a pivotal role in ensuring accurate financial records, managing the financial operations of the Synagogue, and supporting its overall financial health.

Job Responsibilities: (include but not limited to)

1. Accounts Payable (AP):
 - Enter all invoices for payment, issue checks, organize signers, and prepare for mailing.
 - Coordinate with departments to resolve invoice discrepancies and payment-related matters.
 - Prepare and analyze accounts payable aging reports to optimize cash flow and payment schedules.
 - Process payroll and make appropriate journal entries.
2. Accounts Receivable (AR):
 - Make deposits and ensure timely and accurate recording of donations and payments.
 - Work with the Development team to reconcile revenue and address any billing or collection inquiries.
 - Create and issue monthly billing statements using Salesforce.
 - Monitor and review contributions and pledges.
 - Conduct periodic aging analysis to identify outstanding accounts and take appropriate actions.
3. Reconciliations
 - Perform regular reconciliations of bank accounts, investment accounts, credit card statements, donation records, and other financial transactions.
 - Investigate and resolve discrepancies or variances identified during the reconciliation process.
 - Implement and enforce internal controls to safeguard financial integrity.
4. Financial Reporting
 - Coordinate the monthly financial closing process
 - Prepare accurate and timely monthly financial statements for the Synagogue.
 - Analyze financial data and provide insights to the leadership team.
 - Provide detailed notations and explanations for the monthly financial statements.
 - Assist in the preparation and monitoring of budgets and financial forecasts.

Position Requirements and Skills:

- Bachelor's degree in Accounting, Business, Finance, or a related field.
- 5-7 years of proven experience in fund-based accounting and financial management, preferably at a nonprofit or religious organization.
- Proficiency in using accounting software and financial management systems; experience with Fund E-Z accounting and Salesforce is a plus.
- Advanced capability working with Excel.
- Strong analytical and problem-solving skills.
- Meticulous attention to detail and accuracy.
- Excellent organizational and time management abilities.
- Effective communication and interpersonal skills.
- Ability to work independently and collaboratively within a team.
- Strong ethical values and respect for confidentiality.
- Comfort with and sensitivity to a community of diverse sexual orientations, gender identities, and religious beliefs.

Salary: \$75,000 - \$80,000, commensurate with experience

Full Time Position: Hybrid environment.

Benefits: Complete benefits package available including parental leave.

To Apply: Send cover letter, resume and include Accountant in subject of email, to: careers@cbst.org

ABOUT CBST: Congregation Beit Simchat Torah (CBST) is a vibrant spiritual community and a progressive voice within Judaism. Founded in 1973, CBST welcomes gay men, lesbians, bisexuals, transgender, queer and straight individuals and families. Passionate, provocative, and deeply Jewish, CBST champions a Judaism that rejoices in diversity, denounces social injustice wherever it exists, and strives for human rights for all people.

Our congregation benefits from clergy, and rabbinical and cantorial interns, from the Reconstructionist, Conservative and Reform Movements of Judaism. Our administrative staff and lay leaders bring a diversity of backgrounds, expertise and experience to the community. Together, we take pride in our work and in the strong community that we lead, support, and learn with. Join us in our warm and welcoming work environment and contribute to our financial stability and growth as an Accountant. Apply now to be part of our mission-driven community.

CBST is an Equal Opportunity Employer it celebrates diversity and committed to creating an inclusive environment for all employees. CBST does not discriminate based on race color, sex, age, national origin, religion, sexuality or gender identity, status as a veteran, or disability or any other federal, state or local protected class. Candidates who identify as LGBTQ+, BIPOC, are strongly encouraged.