



Boynton Beach Palm Beach Gardens

JOB TITLE: Accounting Manager
DEPARTMENT: Accounting & Finance
LOCATION: Mandel JCC, Boynton Beach
CLASSIFICATION: Exempt

POSITION SUMMARY:

The Mandel JCC is a non-profit social services agency founded upon Jewish ethics and values. Committed to meeting the ever-changing needs of the entire community, the JCC strengthens Jewish identity and enriches quality of life through diversified social, educational, recreational, and cultural programs. Operating out of two facilities throughout Palm Beach County, the JCC provides the total community with a forum for open dialogue and offers inclusive wellness, education, and community services for members and guests of all backgrounds.

The Accounting Manager reports directly to the CFO, and will help lead the day-to-day finance operations, including accounting, accounts payable and accounts receivable. The Accounting Manager will ensure that the organization has the system and procedures in place to support effective program implementation and conduct flawless audits. This full-time position is located in Boynton Beach, Florida.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Directly manages a team of 1-2 accounting staff.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures
 - Lead month-end close process, including journal entries, revenue recognition, and inter-organization transfers.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of the organizations' financial status; assist leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Responsible for maintaining agency records and contracts.
- Oversee bank balance and cash forecasting
 - Ensure accuracy and effectiveness of donor tracking and communication systems.
- Assist HR Director with payroll and provide backup for all payroll functions.
- Acts as a liaison to both internal and external customers. Ensures that the accounting department provides excellent customer service to the organization's programs, and in a manner that is supportive of its members and community.

MINIMUM POSITION REQUIREMENTS:

- Bachelor of Science in Accounting, Finance or related field.
- 5-7 years of experience of progressive accounting experience, with heavy cash reconciliation experience.

- Solid experience coordinating audit activities and managing reporting, budget development, and analysis, accounts payable and receivable, general ledger, payroll and accounting for investments.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors.
- Strong analytical and reasoning abilities. Ability to define problems, collect data, establish facts and draw valid conclusions.
- Capacity and ability to develop meaningful professional relationships with members, lay and professional leadership.
- Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible.
- Ability to establish credibility and be decisive – but able to recognize and support the organization’s preferences and priorities.
- Results oriented, with the ability to balance other business considerations.
- Not-for-profit experience preferred, but not required.

WHY SHOULD YOU JOIN US?

Culture

The Mandel JCC of the Palm Beaches is committed to a passionate, member and community-centric culture where team members are encouraged to contribute and collaborate leading to a highly engaged JCC family.

Opportunities for growth

Internal mobility is highly encouraged and fully supported.

Benefits (Full-Time Employees)

- Health Benefits
- Life, AD&D, Short Term Disability
- PTO: Vacation, Sick and Personal Days
- Voluntary Benefits: Pet Discount Program, Financial Wellness, Identity Theft Protection, Accident and Critical Illness
- Staff Discount on our Programs (FT and PT employees!)

TO APPLY

Please send your resume and cover letter to ErikK@jcconline.com with “Accounting Manager” in subject line.

EEO STATEMENT

The Mandel JCC of the Palm Beaches does not discriminate against employees or clients on the basis of race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Personnel Manual. The Mandel JCC of the Palm Beaches will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.