



# JEWISH FAMILY SERVICES

Jewish Family Services is a 114-year-old nonprofit human service agency in Columbus, Ohio, with a long-standing reputation for excellence. We employ 55 full-time staff members and have an annual budget of ~\$4 million dollars. We are primarily funded by government and philanthropic grants. Our mission is to help individuals and families achieve economic self-sufficiency and emotional stability.

Diversity is one of our core values and strengths. While our organization is rooted in a rich history of Jewish values, our staff, board and clients include individuals of all races, ethnicities, and religions and from varied economic circumstances. We were recognized with a [Diversity in Business](#) award for having have one of the most diverse teams in Central Ohio.

We are also known for innovation, receiving an [Inno Biztech Award](#) for technology innovation. And our collaborative, flexible work environment earned us recognition as one of Central Ohio's 2022 [Top Workplaces](#). We mean it when we say, "Family is our middle name."

## DIRECTOR OF ACCOUNTING

The Director of Accounting will join our executive leadership team and oversee all financial functions including accounting, billing, reconciling, budget development/tracking and financial operations. The position offers a hybrid schedule, combining both remote and in-office work.

### Responsibilities

- Oversee accounts, ledgers, financial software and reporting systems, ensuring policies and procedures comply with GAAP standards and regulations
- Assist in establishing annual operating budget, individual grant budgets and capital improvement budgets
- Analyze financial data to prepare monthly, quarterly, and annual financial reports
- Monitor progress/changes to keep senior leadership abreast of financial status
- Work alongside leadership to analyze and interpret general ledgers for all funds
- Manage office support personnel
- Review audit schedules and annual report of audit findings with external auditors

- Identify and evaluate opportunities for improved financial operations, recordkeeping, and reporting
- Manage operating and fund account budgets and control expenditures
- Ensure the maintenance of financial records and recordkeeping systems, including grant/fund accounting, complies with regulations

### **Qualifications**

- Bachelor’s degree in accounting, finance, business administration, or equivalent – CPA preferred but not required
- 5+ years of progressively responsible work experience managing accounting functions in a nonprofit agency or equivalent
- Thorough knowledge of budgeting and accounting practices and procedures of nonprofit organizations
- Demonstrated commitment to diversity, equity, and inclusion
- Strong computer literacy including use of Microsoft Office (Word, Excel, Power Point, Outlook) and QuickBooks or similar accounting software
- Strong written and verbal communication skills, organizational skills, analytical skills, and attention to detail
- Desire to make a difference within our agency and in the Central Ohio community

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Jewish Family Services has a mandatory COVID-19 vaccination policy, available on request.

To apply, please send resume and cover letter to [hr@jpscolumbus.org](mailto:hr@jpscolumbus.org), Attn: Karen Mozenter, CEO.

