



**Position: Staff Accountant**  
The Jewish Education Project  
Updated May 2019

The Jewish Education Project seeks a full-time Staff Accountant as part of the Finance Team. We are looking for a motivated individual who is detail-oriented, proactive, and organized. They must communicate clearly and have an uncompromising sense of accuracy. They are flexible, organized, forward thinking, and able to prioritize.

**Who We Are:**

For over 100 years, The Jewish Education Project has continually adapted to our evolving worlds, blending age-old truths with new ideas. Their goal is to lead our children and families to be their best selves, feel more connected to Jewish community and make the world a better place. The organization is nationally renowned for our leadership training, creative educational experiences and expertise in relationship-building. The Jewish Education Project's impact can be seen through 800 educational programs in New York City, Westchester, Long Island and beyond, engaging over 160,000 Jewish children, teens and families of all backgrounds. The Jewish Education Project is a proud partner of UJA-Federation of New York.

**Responsibilities:**

- Prepare and post daily deposits, cash receipts, and wire transfers
- Prepare and enter all monthly journal entries in a timely manner
- Reconcile all monthly bank statements
- Reconcile and record all credit card payments using PayPal, iats, and Eventbrite
- Analyze general ledger accounts on a quarterly basis
- Coordinate quarterly meetings with program staff to review year to date expenses on grants
- Track vacation and sick time for employees
- Maintain required records, reports, and files in an organized manner
- Analyze spending while communicating with grantees
- Assist Controller with yearly Audit
- Act as first-line backup coverage for reception desk

**Who You Are:**

- Strong organizational skills required
- Analytical and detailed-oriented
- Ability to handle confidential information with discretion
- Proficient in Outlook, excel, word and SAGE 100 a plus
- Assist Fiscal department as needed. Being a team player is key!
- Bachelor's in accounting, with a minimum of 2 years' experience
- Positive attitude and commitment to The Jewish Education Project's mission

**What We Offer:**

- Salary information will be shared upon invitation for first interview.
- Comprehensive benefits package
- Retirement plan

- Commuter benefits
- Early close on Fridays for Shabbat
- Closed for most Jewish holidays
- Shortened summer hours
- A positive working environment with exposure to great learning opportunities and a chance to meet and work with some of the top professionals in the field of Jewish Education

**How to Apply:**

- Please send a resume and detailed cover letter to [careers@JewishEdProject.org](mailto:careers@JewishEdProject.org). Please include the job title in the email subject line.
- The Jewish Education Project is an equal opportunity employer.

**Location:** 520 Eighth Avenue, 15th Floor, New York, NY 10018

*The Jewish Education Project aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class. We encourage and support diversity and tolerance in our workplace.*