



February 23, 2021

Accounting Associate/Junior Accountant – Part time (10-15 hrs/wk)

Joseph Slifka Center for Jewish Life at Yale (Slifka) is a non-profit organization, committed to enriching the Jewish experience of students on the Yale campus (<https://slifkacenter.org/>). Slifka Center is currently seeking a part-time Accounting Associate/Junior Accountant. Reporting to the center's Director of Finance, this hands-on role is responsible for general accounting functions, including, but not limited to, cash receipts, accounts payable and account reconciliations.

Note: Due to Covid-19, Slifka Center's building is currently closed and staff works remotely. The new hire will work remotely until the facility reopens, hopefully in late summer 2021.

Responsibilities:

- Cash Receipts (40%)
 - Process incoming cash receipts and bank deposits (Checks, ACH, Wires, CC)
 - Download online merchant activity and reconcile to Development reports
 - Record all incoming cash receipts in the accounting software
 - Scan and maintain supporting documentation for all cash receipts
 - Provide cash receipts detail for the Development Department via shared worksheet
 - Process pledge receipts and reconcile outstanding pledge balances
 - Prepare bank reconciliations
- Payables & Vendor setup (40%)
 - Enter vendor bills and assign to budget managers for review/approvals
 - Create vendors (students and other vendors) as needed
 - Review other documents in bill.com inbox and manage/file as needed
- Assist with general ledger (GL) account analysis and reconciliation (monthly) (15%)
- Assist with other projects as assigned (5%)

Basic qualifications:

- Ability to function well in a team-oriented, high-energy and continuously developing environment
- Excellent communication skills
- Action-oriented individual, proactive and with a strong work ethic
- Strong attention to detail
- Superior analytical and problem-solving skills
- Ability to meet deadlines, multi-task, and work independently
- Proficient in Microsoft Excel or similar spreadsheet software
- Able to work remotely
- High school degree

Preferred qualifications:

- Background in Business, Accounting, or Finance
- Experience using QuickBooks, Bill.com, Zoom, Monday.com, MS Teams
- College degree

Prospective candidates should email a resume and a statement of interest to workwithslifka@gmail.com. Review of applications will begin immediately. The position will remain open until filled.

About Slifka Center for Jewish Life at Yale:

Slifka Center is the hub of Jewish life at Yale, housed in a 19,000 square foot building that features a kosher dining hall and is located in the heart of campus. Slifka Center serves the ~1,400 Jewish undergraduate and graduate students on campus, as well as faculty and staff, and members of the New Haven Jewish community. The center's leadership is committed to realizing Slifka's enormous potential both as a center for Jewish students **and** as a significant thought leader in the Jewish community and the world beyond.

About Hillel International:

In 1923, Rabbi Benjamin Frankel started Hillel with humble means, a noble mission and a breathtaking vision: to convey Jewish civilization to a new generation. Today, Hillel International continues to enrich the lives of Jewish students and is the largest Jewish campus organization in the world at more than 550 colleges and universities across North America and around the world. As Hillel evolves as an organization, the mission remains steadfast: to create lasting connections with every Jewish student that foster an enduring commitment to Jewish life, learning, and Israel and train them to become the next Jewish leaders.

Slifka Center for Jewish Life at Yale is affiliated with Hillel International. Hillel International enriches the lives of Jewish students so they may enrich the Jewish people and the world, and envisions a world where every student is inspired to make an enduring commitment to Jewish life, learning and Israel.

Slifka Center is an equal opportunity employer. We are committed to creating an accepting and inclusive environment for all.