

Finance Associate

Role Overview

The position is part of the organization's accounting departments and reports directly to the Director of Finance. The position is responsible for recording the day-to-day transactions including cash disbursements, cash receipts, accounts payable, and other general accounting requirements that arise in the normal monthly financial reporting cycle. The position will also require interacting with programmatic staff, vendor, and students. The new opportunity creates the second position in a two-person department.

The successful candidate should have excellent interpersonal skills in order to effectively communicate with non-financial programmatic staff. Additionally, the individual must be a team player who is willing to go the extra mile when necessary.

Responsibilities

- Knowledge of Sage Intacct software or familiarity with accounting systems for non-profits. Working knowledge of Microsoft 365 including Excel, Outlook and Word software is a must.
- Timely Recording of comprehensive financial transactions in order to issue monthly financial statements in accordance with Generally Accepted Accounting Principles (GAAP). Responsibilities include:
 - Recording income and expenses in the accounting system. Coordination with Development staff to record all checks in the proper GL account. Coordination with the Center's managers and their staff to code income and expenses, consistent with budgeted amounts.
 - Develop spreadsheets and analyses for recurring accounting entries and prepaid amounts.
 - Reconcile various General Ledger accounts including cash, prepaids, fixed assets, and amounts due.
- Enter requests for payment in Bill software. Review payment requests for proper documentation, approval, and accounting coding.
- Review credit card transaction for proper documentation, approval, and accounting coding.
- Work with Development Department teammates to enter donations in Blackbaud NXT.
- Monitor feed from bank accounts and prepare bank deposits.
- Provide schedules and other information as requested.
- Maintain high levels of customer service and handle diplomatically staff, vendor and student requests for financial information.

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Qualifications

The position requires:

- A degree and at least 3 years' experience working in a financial/accounting department, including all areas of general ledger accounting including, but not limited to, cash receipts and cash disbursements. Experience in a non-profit organization is a plus.
- Demonstrated proficiency using Microsoft Office, and accounting software; as well as Zoom and other online conferencing platforms. Comfortable with adopting and adapting to new technology. Experience with Sage or other ERP system preferred.
- Disciplined, responsible and able to work in a deadline-oriented and high-paced environment, multi-task and problem solve.
- Strong organizational, time and project management skills.
- Self-driven with a high level of attention to detail.
- Excellent verbal and written skills. Works well independently and as part of a team. Must be able to communicate clearly and collaborate with supervisors, professional colleagues, and vendors.
- Diplomatic, tactful, and discrete concerning confidential information.

What You'll Receive

- Competitive salary in the non-profit marketplace
- A comprehensive benefits package, including health insurance, Group Supplemental Retirement Annuity (GSRA), pension plan, life insurance, Long Term Disability (LTD), Flexible Spending Plan, generous vacation/sick time, and parental leave.
- Professional development, mentoring, and skill building opportunities
- Access to Yale programs, services, and amenities

About the Slifka Center for Jewish Life

The Slifka Center is a self-supporting non-profit that serves more than 1,400 Yale undergraduate and graduate students as well as faculty, staff, and members of the greater New Haven community. Located at 80 Wall Street, in the heart of Yale University's campus, Slifka provides a warm, welcoming and diverse Jewish environment in which students and other members of the university community can connect socially, culturally, intellectually, and spiritually. Slifka Center is the home to Yale Hillel which hosts multiple minyanim and communities of students with diverse interests including Magevet (Yale's Jewish a cappella group), Shabboleth (Yale's undergraduate journal of Jewish thought), W{Holy} Queer (Yale's premier LGBTQ program), Yale Friends of Israel, Jewish service and social justice programs as well as other student groups. For more information see www.slifkacenter.org.

Slifka Center contains the only kosher dining hall on campus, which serves as a focal point for student life within and beyond the Jewish community and a meeting place for students, faculty and community members alike. In addition to the kosher kitchen, the facility also features a chapel, a library, a Beit Midrash as well as additional gathering spaces utilized by the Yale campus community.

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Slifka Center for Jewish Life at Yale
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Slifka Center
Jewish Life at Yale

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 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.

Application Instructions:

Please email including your resume and cover letter to apply for this position to elizabeth.squillace@yale.edu.

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

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