

Job Description: Business and Finance Associate  
Jewish Community Project

As of 12/1/11

JCP Downtown is seeking a Business and Finance Associate to support the work of the Senior Business and Finance Manager and the JCP Business Office in the areas of finance, human resources and general operations of the organization. The primary focus of responsibilities is day to day management of financial transactions, as well as HR processes and IT support.

The Business and Finance Associate has general responsibilities in the following areas:

**Finance and Operations**

- Process payroll and payments of employment taxes
- Manage record keeping and account for receipts and disbursements
- Provide receipts and records to community members
- Support with annual audit tasks
- Maintaining adequate insurance coverage for general liability as well as specific programs and exposures
- Assist the Business Manager in developing and monitoring the annual budget
- Provide regular reports to Business Manager on financial position and budget performance
- When appropriate, assist in recruitment and selection of vendors for supplies, maintenance and capital improvements

**Human Resources Operations**

- Manage on-going record keeping and tracking of employee benefits, employment history and other employee-related information
- Provide support and requested information on benefits to employees
- Support with issuing specific employment agreements and other employment documents
- Maintenance of appropriate retirement plan records

**Information Systems**

- Support with the implementation of computer programs, systems and procedures to manage community member and mailing list database
- Work with consultants to implement new systems and manage/train staff to efficiently use IT resources
- Provide IT Support as needed to a facility with multiple computers, printers and internal network

- Maintain an inventory of IT equipment and provide IT support and troubleshooting

### **Other**

- Day-of support with special events (holiday parties, fundraising events)
- Support with mass mailings
- Welcome desk/reception coverage on a rotation

### **Qualifications**

The ideal candidate has:

- \* Experience with accounting systems (Quickbooks) and donor database systems as well as Excel, MS Office and other general computer applications
- \* A minimum of two to three years of solid administrative experience
- \* Bachelor's degree or equivalent experience required
- \* Superior written and oral communication skills and attention to detail, combined with a highly organized and professional work style, with well-developed problem solving skills
- \* Comfort level with working in a mid-size, fast-paced and quickly growing organization
- \* Excellent interpersonal skills with the ability to interact effectively with a diverse group of staff, volunteers, and other stakeholders, fostering a customer service oriented approach
- \* A professional and resourceful style with the ability to work independently and as a team player, to take initiative, manage multiple projects simultaneously, and be well organized
- \* An open-minded attitude and widest possible embrace towards diverse attitudes concerning Jewish identity
- \* Commitment to and passion for the mission of JCP Downtown