



Finance Associate

Position Summary

The Finance Associate provides financial and administrative support to the Jewish Federation of Delaware by performing a variety of routine and non-routine accounting functions, with a strong focus on accounts receivable. This is a hands-on, fast-paced position with opportunities for growth and increased responsibility.

Responsibilities

- Performs all processing functions for accounts receivable, pledge management and donation processing.
- Processes daily deposits and prepares related reports on donations and pledge payments received.
- Records journal entries (G/L - Aplos) for check and credit card receipts.
- Records donations into the CRM (Boomerang) and sends acknowledgements to donors.
- Performs monthly reconciliations.
- Creates finance and campaign reports from Bloomerang as requested by the Finance and Development teams.
- Prepares and emails invoices (Jewish Living Magazine advertisers, campus tenants, other A/R) and monitors overdue accounts.
- Sends out pledge reminder statements on a quarterly basis.
- Interacts with donors, advertisers and tenants, answering their questions and providing documentation as needed.
- Assists with Federation programs and events as requested.
- Supports accurate monthly and year-end close processes.
- Assists in maintaining documentation for compliance and reporting.
- Assists the Controller in the annual audit preparation.
- Performs other Finance Department duties as assigned.

Supervision

The Finance Associate reports to the Controller, with additional guidance from the Chief Development and Operations Officer.

Prior Experience/Qualifications

Education: Bachelor's degree in Accounting, Finance, or related field preferred.

Knowledge, Skills, and Abilities:

- Minimum of three (3) years of experience in a similar role; nonprofit experience preferred.
- Knowledge of nonprofit accounting practices and GAAP accounting principles is desirable.
- Proficient with accounting and CRM software and Microsoft Office (Excel, Word, Outlook).
- Strong interpersonal, written, and verbal communication skills.
- Highly customer service oriented, strong collaborator and team player.
- Excellent time management and organizational skills; able to manage multiple priorities and meet deadlines.
- High attention to detail and accuracy.
- Strong analytical and mathematical abilities.
- Demonstrated initiative and problem-solving skills.
- Team-oriented with a collaborative mindset.
- Commitment to the mission and values of the Jewish Federation of Delaware.
- Adaptable and open to identifying and implementing process improvements.

Contact

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