



**POSITION DESCRIPTION
FINANCE & DONOR ASSOCIATE**

Jewish Family Service of Greater New Haven, a social service agency in New Haven, is seeking an experienced professional to join our small finance and administrative team. The job opportunity is part-time, 25 hours per week. Very generous vacation and holiday time, remote to start, and a collegial office environment.

Responsibilities include, but are not limited to:

- Recording financial and donor transactions
- Accounts payable (including generating 1099s)
- Journal entries
- Financial & donor reporting
- Donor acknowledgement letters
- Occasional help with payroll

Requirements:

- Working knowledge of Sage 50, Donor Perfect, and ADP or similar software
- Working knowledge of GAAP, accrual accounting, cost accounting
- Strong Excel and Word skills
- Associate's Degree in Accounting required; BA/BS in Accounting preferred
- Excellent data entry skills & attention to detail
- Ability to analyze finance & donor data

Please send cover letter and resume to: Cathy Segal at csegal@jfsnh.org.

To learn more about Jewish Family Services of Greater New Haven, visit:
<https://jfsnh.org/>

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