**Beit Am**
**Mid-Willamette Jewish Community**

POSITION DESCRIPTION
Finance Manager (12 month, 15 hours/week)

**Position Overview**
The Finance Manager is responsible for the day-to-day financial administration of Beit Am and for supporting the Treasurer, Board of Directors, staff, and Financial Sustainability Committee in maintaining accurate financial records and sound financial practices.

The Finance Manager manages Beit Am's accounting and financial processes, including accounts payable and receivable, deposits, payroll administration, financial recordkeeping, account reconciliations, and preparation of monthly financial reports.

The position works closely with the Treasurer and manages payroll processing using appropriate payroll software, supports the annual budgeting process, and helps maintain Beit Am's financial procedures and internal controls.

The Treasurer and Board of Directors retain their respective oversight, approval, and fiduciary responsibilities.

The Finance Manager also administers the financial aspects of employment, including payroll, approved compensation changes, the Rabbi's retirement plan and parsonage allowance, and unemployment insurance matters.

This position requires a high degree of accuracy, organization, confidentiality, financial judgment, and technological proficiency, as well as the ability to communicate financial information clearly to people with varying levels of financial experience.

Regular on-site hours are required to perform certain financial responsibilities with flexibility to perform other responsibilities remotely. The hours are variable and may fluctuate according to the monthly and yearly financial cycle.

The Finance Manager reports to the Beit Am board.

**Essential Duties and Responsibilities**
<u>Accounting and Financial Administration</u>

- Maintain accurate and timely financial records in QuickBooks, including dues, donations, pledges, program fees, expenditures, and other financial transactions.
- Record and reconcile payments received through ACH, PayPal, Benevity Giving Fund, Zeffy, and other electronic payment and donation systems.
- Process bank deposits and maintain appropriate documentation.
- Manage accounts payable, including invoices and reimbursements; obtain required approvals; record expenditures in QuickBooks; and maintain appropriate supporting documentation.
- Reconcile bank, credit card, PayPal, investment, restricted-fund, and other financial accounts.
- Maintain the chart of accounts and ensure that transactions are properly categorized and restricted funds are appropriately recorded.
- Monitor Beit Am's checking account to ensure sufficient funds are available to meet upcoming obligations and promptly communicate anticipated shortfalls or other concerns to the Treasurer.
- Prepare year-end member and donor statements and other required financial documentation.
- Obtain required tax information from vendors, coordinate 1099 reporting, and prepare or coordinate timely payroll tax deposits, quarterly payroll tax reports, year-end W-2s, and other required payroll filings, verifying their accuracy and completion.

- Maintain the confidentiality of Beit Am's financial information and records, including member and donor information, employee compensation, and other sensitive financial matters.

Financial Reporting and Budgeting

- Prepare accurate and timely monthly financial reports for the Treasurer and Board of Directors.
- Review monthly financial results for accuracy and completeness, track actual income and expenditures against the approved budget, and identify significant variances, unusual transactions, or other issues requiring attention.
- Communicate significant financial issues or concerns promptly to the Treasurer.
- Work with the Treasurer, Board, Financial Sustainability Committee, staff, and other appropriate stakeholders in developing the annual budget.
- Provide financial information to staff and volunteer leaders responsible for programs or budget areas.
- Assist in developing and maintaining financial policies, procedures, and internal controls and recommend improvements to financial systems and processes as appropriate.

Payroll and Employment-Related Financial Administration

- Process payroll accurately and on schedule, including collecting and verifying employee hours and compensation information, entering payroll data, calculating or verifying deductions, and initiating payments through approved payroll software.
- Communicate with employees and supervisors to obtain information, resolve discrepancies, implement approved salary or compensation changes, and maintain appropriate payroll records; coordinate with software support.
- Prepare and process payroll and employment-related financial documentation for new employees and changes in employment.
- Administer the financial aspects of the Rabbi's retirement plan, including managing the online plan account, processing annual contributions, and coordinating necessary information with the Rabbi and ensuring accurate payroll and accounting treatment.
- Ensure that the Rabbi's approved parsonage allowance and other compensation-related information are correctly reflected in payroll records and applicable reporting.
- Handle unemployment insurance claims and related financial and administrative matters that arise from Beit Am's self-insured status.
- Maintain records of paid leave and other time off for employees for whom such records are required, including employees who may become eligible for paid leave or other time-off benefits in the future.

Membership, Dues, and Contributions

- Maintain accurate financial records for membership dues, pledges, donations, and other contributions, including entering pledges and applying payments to appropriate accounts.
- Coordinate financial information between QuickBooks and Beit Am's membership/database systems and assist with the financial aspects of the annual membership renewal process.
- Prepare and send appropriate donor communications, including acknowledgments, expressions of thanks, and tax documentation, using established Beit Am templates and procedures.
- Respond to member questions regarding account balances, payments, pledges, and contribution records while maintaining appropriate confidentiality.

Banking and Financial Systems

- Work with the Treasurer to maintain appropriate banking relationships and records and administer online banking and payment systems within the authority established by the Board.

- Maintain organized financial records in QuickBooks, Google Drive, Salesforce, and other systems used by Beit Am.
- Learn and adapt effectively to new software, databases, payment platforms, and other technology as Beit Am's systems change or expand.
- Work with appropriate staff and volunteers to help ensure that financial systems are secure and reliable and to evaluate and improve financial systems as needed.

Collaboration and Organizational Support

- Work closely and collaboratively with the Treasurer, Office Administrator, Board President, Rabbi, other staff, Financial Sustainability Committee, and volunteers whose responsibilities involve Beit Am finances.
- Attend staff, committee, task force, working group, and other organizational meetings as needed.
- Provide financial information and explanations in a form that is understandable to Board members, staff, and volunteers who do not have financial backgrounds.
- Maintain written procedures for recurring financial responsibilities to promote continuity and effective backup.
- Perform other finance-related administrative duties as assigned.

Other duties may be requested by the treasurer or Board pertaining to the financial management of Beit Am.

Work Environment and Conditions

- Submit to and pass a background check.
- Comply with the safety and security protocols for the Beit Am building and attend BASS committee trainings as defined in Beit Am's Safety and Security Policy.
- Use the Beit Am building security system.
- Uphold Beit Am's commitment to inclusivity, diversity, and respectful community, in alignment with our mission and values.
- Adhere to Beit Am's policies and procedures.

The Finance Manager is a part-time, at-will position, which may be modified or ended at any time in accordance with Oregon law.