



**JOB DESCRIPTION**  
**Assistant Controller - Endowment**  
**FY21**

***While Federation's team is currently working remotely, candidates should be located in or willing to relocate to the Greater Washington (DC, MD, and Northern VA) region. This is a full-time position with flexible work options available.***

**Role Overview:**

The Jewish Federation of Greater Washington's Assistant controller for our United Jewish Endowment Fund is primarily responsible for controlling and managing the accounting, financial, maintenance and reporting functions of the Federation's endowment and donor advised funds books and records. Working under the supervision of our Controller, The Endowment AC must have knowledge of intermediate accounting principles including pertinent FASB pronouncements. Strong investment accounting knowledge is a must. This individual must work in an accurate and timely manner with minimal supervision and take initiative in identifying anomalies and bringing them to the attention of the Controller.

If you're a thoughtful, motivated accounting professional ready to be an essential member of The Jewish Federation's dynamic Accounting team, read on!

Federation's professional team is mission-driven and committed to helping every member of Greater Washington's Jewish community connect with purpose, at a time when maintaining those connections is more important than ever before.

**Primary Responsibilities:**

- Controls and manages accounting of both the investments and charitable gifts, for planned giving, donor advised funds, charitable gift annuities, remainder trusts, insurance policies, stock gifts, as well as overseeing the distributions and allocations as voted on by the Grants Committee. Duties will include, but are not limited to:
- Ensures donor contributions are accurately and completely accounted for in the endowment system, and transferred appropriately to the general ledger system
- Maintains collaborative relationships with donor data operations team
- Prepares monthly reconciliations between advisors and custodian banks
- Prepares operating account and system reconciliations
- Prepares stock gift reconciliations
- Oversees distributions and allocations and ensures they are carried out in accordance with grants committee and donor wishes
- Performs monthly financial closing procedures for endowment
- Ensures that all financial reports are clear and easily understood
- Interface with donors as needed
- Prepares Endowment audit schedules and interface with auditors
- Perform other duties as assigned

**Qualifications**

- Minimum BS Degree in accounting or other related field, CPA preferred
- Minimum 3-5 years' experience in nonprofit accounting, with emphasis on investment accounting
- Experience and fluency in accounting and financial systems
- Customer service background helpful
- Accuracy and attention to detail a must
- Strong appreciation for the confidential nature of Federation work

### **A People-Friendly Workplace**

The Jewish Federation of Greater Washington is an equal opportunity employer offering a people-friendly environment, including:

- excellent health care and retirement benefits
- generous time off
- flexible work options
- opportunities and an annual stipend for continued professional development
- access to the JPRO Network, which connects, educates, inspires, and empowers professionals working in the Jewish nonprofit sector

Salary Range: \$85-95K

**To apply for this exciting position, please submit your resume and cover letter to [jobs@shalomdc.org](mailto:jobs@shalomdc.org), using subject line: FIN-ACE-FY21**

**The Jewish Federation of Greater Washington** envisions an open, connected, and vibrant Jewish community that cares for each other, fosters Jewish learning and journeys, embraces Jewish peoplehood and Israel, and acts as a force for good in the world. As a mission-driven non-profit organization, we work to inspire, build, and sustain vibrant Jewish life in a changing world by mobilizing our community in common purpose, intentional innovation, and effective action. Learn more at [shalomdc.org](http://shalomdc.org).