

Accounting Specialist

Job Title:	Accounting Specialist
Department:	Finance
Distribution Date:	November 2025
Reports To:	Chief Financial & Administrative Officer

HR Use Only	
FLSA Status:	Full-time, Exempt

About Us:

The Jewish Federation of Greater Charlotte (JFGC) is a non-profit community building organization supporting a \$7 million annual fundraising campaign. We impact and enrich lives here at home and around the world every day, supporting more than 60 Jewish organizations and initiatives that build community, foster Jewish identity, and nurture and care for the Jewish people. As part of a network of more than 140 Federations across North America, we are a vibrant community hub that connects resources, volunteers, leaders, and expertise to care for people in need, advocate for Israel, and ensure a thriving and sustainable Jewish future.

Our greatest resource is our people — the staff, volunteers, partners, and leaders who help make greater Charlotte's Jewish community a welcoming home. We offer a collaborative, friendly, inspiring, and flexible work environment. We are one of Charlotte's most highly respected philanthropic organizations and we are currently seeking an Accounting Specialist to join our team.

Job Summary:

As part of JFGC's Finance team you will be responsible for a variety of accounting, financial and operational services including maintaining financial records, preparing financial reports, reconciling accounts, managing accounts payable and accounts receivable.

This position will be a full-time position with flexibility to work remotely when needed.

Job Responsibilities and Essential Job Functions:

Financial Management and Reporting:

- Oversee accounting functions, including, but not limited to, General Ledger, Accounts Payable and Receivable, and Cash Receipts.
- Prepare and analyze monthly financial reports including preparing journal entries and production of monthly income statements and balance sheets.
- Perform monthly balance sheet reconciliations to ensure accuracy and completeness of financial data.

- Work closely with the Chief Financial & Administrative Officer to enhance processes and efficiencies.

Budget:

- Assist in budget preparation and monitoring, providing insights into financial performance and variances.
- Assist in the preparation of financial forecasts and projections.

Compliance and Audit:

- Ensure compliance with internal accounting procedures and assist with preparation for annual audits. This includes preparing and distributing Form 1099s and contribution tax receipts.

Administrative:

- Perform administrative tasks as needed, which may include data entry, filing and maintaining organized financial records.

Other:

- Perform other duties as required or assigned by supervisor.

Preferred Education:

Associate's degree in accounting or related field. Advanced coursework or comparable professional experience is a plus.

Required Work Experience:

Minimum 2 years of accounting experience.

Key Skills and Qualifications:

- Strong understanding of accounting principles and practices.
- Proficiency in accounting software and Microsoft Office, particularly Excel, Word and Outlook.
- Experience with accounts payable and receivable, financial reporting, and account reconciliation.
- Strong analytical skills and attention to detail to ensure accuracy in financial reporting and compliance.
- Detail-oriented, organized, accountable, deadline-driven, and solution focused.
- Ability to interact professionally with colleagues, Board members and community members, always with the goal of ensuring the best representation of the Jewish Federation of Greater Charlotte.
- Possess a positive attitude and be a proven team player.
- Ability to handle confidential financial and personal information with discretion and sensitivity.

Other Job-Related Requirements:

- This position requires weekday office hours plus occasional weekends or evenings with the ability to create a limited hybrid work environment.
- This position must be based in the greater Charlotte area.

How We Care for YOU:

The Jewish Federation of Greater Charlotte proudly offers a competitive compensation and benefits package which includes:

- Four Weeks of Paid Time Off, Days Off for Jewish Holy Days, and Early Closure for Shabbat
- Generous Medical, Dental, Vision, Life and Disability Benefits
- 401k Plan with an Employer Contribution and Match
- Professional Development and Skill Building Opportunities
- Flexible and Hybrid Work Environment
- Shalom Park Discounts for JCC Membership and Shalom Park Schools
- Free and Accessible Parking

The Jewish Federation of Greater Charlotte is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

More information about our organization is available at www.jewishcharlotte.org

Interested candidates should direct inquiries, resumes, and cover letters to
Cheri Martin, Chief Financial and Administrative Officer, cheri.martin@jewishcharlotte.org