

Temple Beth Israel – Eugene, Oregon

Available position title: **Finance Manager**

Pay range: \$25-\$30/hour, 10-12 hours per week to start, hybrid flexible

Reports to: Executive Director

General Description:

The Finance Manager is responsible for managing the organization's financial and accounting functions, including, but not limited to, maintenance of records, timely preparation of monthly and other reports, budget process and tracking, financial statements, and ensuring proper controls are in place to protect the assets of Temple Beth Israel (TBI). In cooperation with an external accounting firm, the Finance Manager will manage accounts payable, accounts receivable, and payroll, and maintain the synagogue's books and records in both ShulCloud and Quickbooks.

This position reports to the Executive Director. The Finance Manager is expected to work independently and/or in collaboration with colleagues, as required. The position is hybrid and flexible.

Bookkeeping, Accounting & Payroll

Provide the day-to-day bookkeeping functions required to prepare and maintain the books, records and financial statements of the organization, such as:

- Prepare or ensure timely preparation the receipt and processing of all member and other normal course of business payments into TBI's Shul Cloud records and into TBI's Quickbooks file.
- Ensure revenue and expenses are properly allocated in Quickbooks.
- Prepare monthly bank reconciliations and monthly member dues statements.
- Update TBI's general ledger in Quickbooks.
- Process monthly payroll.
- Process monthly benefit and other payments including FSA, Simple IRA, 401K.
- Update payroll platform for new hires, terminations, salary and/or other changes, as required.

Additional responsibilities:

- Ensure financial reports (monthly, quarterly, annual) are prepared accurately and on time.
- Liaise with members, vendors, and suppliers as needed.
- Serve as a staff resource to the Finance Committee, Executive Committee, and Board as required.
- Ensure that all regulatory filings are completed accurately and in a timely manner.
- Assist Executive Director and Finance Committee with preparation of the annual budget.
- Investigate and report significant variances with budget comparisons to actual.
- File appropriate Federal, State and County reports to maintain the tax exempt status.
- Monitor organization's activity in order to ensure the IRS tax exempt status is maintained.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes with relevant transferable skills from a variety of sources and experiences. We are open to considering how a variety of possible combinations of knowledge, skills, education, and experience may make you successful for the position.

How to Apply: Please submit a cover letter explaining how your experience has prepared you for the role, a resume, and 3 references to hello@tbieugene.org by **5pm December 10, 2024**. No phone calls, please. References may be contacted as soon as before the first interview. The successful candidate is expected to begin employment as soon as possible. We look forward to hearing from you!