



Discover Your Center

Accounts Payable Specialist
Jewish Community Center
of Greater Washington
Rockville, Maryland

The Jewish Community Center of Greater Washington is seeking an experienced Accounts Payable (AP) Specialist to support all of its day-to-day accounts payable functions. The AP Specialist will serve as a member of the accounting team, supporting the JCCGW's mission: promoting and creating Jewish continuity, identity, and community in an atmosphere of warmth and meaning. The JCCGW is a non-sectarian 501(c)(3) non-profit organization with an annual budget of approximately \$11 million and a staff of 300+.

The JCCGW is adding this full-time position that will report to the Accounting Supervisor. The AP Specialist will support all functions related to Accounts Payable, including maintaining invoices, purchase orders, and vendor files and managing workflow to ensure all accounts payable transactions are processed accurately and timely. Working with the CFO, Accounting Supervisor and other members of the accounting team, the AP Specialist will focus on verifying and maintaining accuracy of invoices, purchase orders, etc; investigating invoice discrepancies and processing weekly and monthly check runs; preparing 1099s and filing state sales taxes; processing employee expense reports, processing and issuing refunds; maintaining accurate credit card documentation and authorization records; and others. In addition, the AP Specialist will assist with audit preparation, annual budget and other accounting and administrative related functions as assigned. As a member of the JCCGW staff, the AP Specialist is also expected to attend JCCGW community-wide weekend events including, but not limited to Good Deeds Day, Israel Fest and other events as needed.

Highly qualified candidates will possess an accounting degree or minimum of 4 years of accounting experience (prior nonprofit experience is a plus); experience processing a high volume of transactions in a complex environment; excellent attention to detail with the ability to process accurate and timely transactions; excellent organizational, problem solving and decision-making skills; the ability to prioritize workload and meet deadlines; the ability to provide excellent internal and external customer service; a general understanding of and ability to abide by relevant GAAP regulations; willingness to learn the JCCGW's accounting policies, regulations, and systems.

To apply, e-mail resume, cover letter and salary requirements to: JCCGW-AP@raffa.com (e-mail applications are required). All other communications please contact Karen Schuler (kschuler@raffa.com) or Roney Anipa (ranipa@raffa.com) at Raffa PC, which is conducting the search on behalf of the JCCGW. **Resume reviews begin immediately. The JCCGW is an Equal Opportunity and Affirmative Action Employer.**