



Beth Emet The Free Synagogue

Finance Administrator Job Posting

Reporting to the Executive Director, Beth Emet The Free Synagogue seeks a Finance Administrator who will be responsible for all functions of finance, including accounting, payroll processing, banking, and record keeping matters for the Synagogue.

Beth Emet is a consciously inclusive Jewish community rooted in joy, care, learning, and action. Inspired by our 75-year history of freedom of speech on the pulpit, we are dedicated to innovative and intergenerational practice, participatory Judaism, and courageous response. Affiliated with the Reform movement, we express Judaism freely. Our goal is to be a haven where we find comfort, experience joy, and develop insight through Jewish teachings and tradition so that we might lead lives of purpose and holiness.

This is a part-time, 24-hour-per-week position with the following schedule:

- **Monday, Wednesday, and Thursday 9:00am - 5:00pm**
 - In-person at the Beth Emet office, 1224 Dempster St, Evanston, IL
 - Summer schedule changes to Tuesday, Wednesday, and Thursday
- Some evening or weekend availability may be required to assist with Shabbat programs, rentals, and special events.

Key responsibilities:

- Accounts Receivable
 - Prepare and process bank deposits, web payments, auto payments, credit cards, and ACH.
 - Record and process Accounts Receivables and enter in the database program.
 - Interact with members' questions regarding payments, statements, and account balances.
 - Billing member accounts: Membership commitments, Beit Sefer and Adult Ed tuition, events and rentals etc. on annual, daily, and as-needed basis.
 - Issue annual Donor Receipts
- Payroll
 - Collect times sheets and calculate bi-weekly payroll, enter in online payroll service.
 - Track and pay other benefits to employees

- Human resources to employees (and new hires) tax forms, health, dental and life insurance, retirement plans, and multiple Flex plans.
 - Record and track employee vacation, personal and sick time.
- o Banking
- Process and deposit cash received: payments, donations, tzedakah, Beit Sefer, youth group, etc..
- o Beth Emet Foundation
- Record transactions related to donations and requests.
 - Create, submit, and record Foundation Requests
- o For all items above, interact and supply reports to the Executive Director, Senior staff, Board officers, Committee chairs, and outside auditors; all with confidentiality.
- o For all items above, keep back up files (paper and/or electronic) of all transactions.

Qualifications and Skills

- Bachelor's degree, and minimum of at least 3 - 5 years of accounting/finance experience, preferably in a non-profit organization.
- Experience with QuickBooks or similar non-profit accounting software required
- Strong proficiency in Microsoft Office products and spreadsheet design required.
- Experience working with a CRM database (Salesforce) preferred
- Excellent communication skills
- Maintains confidentiality with regards to all information about members and staff
- Adaptability and flexibility, with the the ability to stay positive despite challenges
- Self-starter who is energized by challenges and willingness to learn
- Understanding of the value of teamwork and a desire to be a part of a staff team
- Creative problem solving and ability to follow-thru in a timely manner
- Ability to prioritize and stay attentive
- Ability to work on multiple tasks at any given moment
- Ability to accomplish work with excellence, honesty and professionalism
- Ability to anticipate and manage up

Compensation:

Salary Range is \$28-\$35/hour and commensurate with experience. Beth Emet is an equal opportunity employer and welcomes applications from all qualified candidates.

To Apply: Please submit a resume and cover letter to Executive Director Allan Bogan at abogan@bethemet.org (no phone calls please)