



**JEWISH COMMUNITY
FOUNDATION**
OF GREATER KANSAS CITY

Finance & Operations Associate

Job Announcement

ABOUT THE JEWISH COMMUNITY FOUNDATION

The Jewish Community Foundation (JCF) partners with individuals, families and community organizations to help them achieve their philanthropic goals. During fiscal year 2024, JCF awarded and facilitated over \$31 million in 5,617 grants to nearly 1,200 Jewish and general community organizations locally and nationally. As a leading resource for philanthropy in the region, the Foundation manages approximately \$416 million in assets and has facilitated more than \$458 million in grants over the past 20 years.

POSITION OVERVIEW

This full-time exempt position supports the Jewish Community Foundation of Greater Kansas City's entire accounting operations, including interfacing with donors.

SPECIFIC RESPONSIBILITIES

- Administers and executes assigned components of cash receipts and electronic collections, ensuring accurate recording in accordance with established controls.
- Independently applies gift acceptance policies and IRS regulations in processing charitable contributions, escalating non-routine matters as appropriate.
- Handles gifts of securities, coordinating with donors and brokers, directing the sale of securities, monitoring settlement, and ensuring accurate system entry.
- Serves as a primary administrator of the Foundation's donor and accounting database, ensuring data integrity, accurate reporting, and effective system use by staff and donors.
- Exercises independent judgment in maintaining donor records, fund structures, and reporting outputs used by donors, auditors, and leadership.
- Executes assigned elements of the month-end close process, including reconciliations and variance review.
- Provides substantive support for audit preparation and annual tax filings, including preparing schedules and responding to auditor requests.
- Special projects and duties as assigned by the CFO and the President & CEO.

PROFILE OF THE IDEAL CANDIDATE

- 3 – 5 years of general accounting experience required.
- Bachelor's degree in accounting or related field preferred.
- Knowledge of generally accepted accounting principles.
- Experience with fund accounting/integrated accounting systems. Nonprofit experience a plus.
- Proficient in all Microsoft Office applications, particularly Excel.
- Comfortable and competent with technology and eager to learn new systems and processes.
- Strong attention to detail.
- Excellent communication skills – both written and verbal.
- Demonstrated ability to organize and prioritize multiple ongoing activities.
- Excellent customer service skills.

COMPENSATION AND BENEFITS

Salary commensurate with experience and qualifications.

The Foundation also offers a comprehensive benefits package including medical, dental, vision, 401(k), life insurance, long-term and short-term disability. Generous vacation, sick leave and holidays.

TO APPLY

Email cover letter and resume to awells@jcfkc.org.