



PARK AVENUE SYNAGOGUE

JOB TITLE:

Finance Associate

DESCRIPTION OF PARK AVENUE SYNAGOGUE:

Park Avenue Synagogue (PAS) is one of the largest Conservative congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes staff of more than 180 talented individuals, who together with our world-class clergy team, serve a membership of over 1,800 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

DESCRIPTION OF JOB:

Reporting to the Director of Finance, the Finance Associate will provide support to key finance operations including accounts receivable, accounts payable, financial audit, and the general ledger. The ideal candidate will have strong analytical skills, communicate effectively, and contribute to a collaborative environment within the Finance team. The Finance Associate will have broad exposure to finance operations and is ideal for someone looking to advance their career in the accounting or business fields.

RESPONSIBILITIES:

- Work within tandem with another Finance Associate to record, process, and receipt all payments and contributions daily.
- Communicate with congregants via email and phone regarding billing inquiries.
- Maintain accurate records of financial transactions.
- Prepare and analyze financial data and make recommendations using trend analysis.
- Assist in the development of new processes and procedures to streamline accounting functions across the organization.
- Assist the Controller with the annual financial audit.
- Assist the Finance team with the monthly and annual financial close.
- Provide general support to the Finance Team as needed.
- All other tasks as assigned.



PARK AVENUE SYNAGOGUE

QUALIFICATIONS:

- Bachelor's degree in accounting, Finance, Business Management, or related field preferred.
- Two years of accounting operations experience preferred.
- Proficiency with Microsoft Excel.
- Experience with ShulCloud, Authorize.net, Sage Intacct, Salesforce, or other financial software and/or databases is a plus.
- Strong problem-solving skills, numerical proficiency, and analytical skills.
- Ability to analyze and record financial transactions, following established procedures.
- Able to manage multiple projects and deadlines.
- Ability to work collaboratively with colleagues at all levels and in all areas of the organization.
- Must be able to work independently in a fast-paced environment.

COMPENSATION/BENEFITS:

The salary range for this position is \$57,500 - \$65,000. Salary is commensurate with a number of factors including but not limited to experience, education, knowledge, and skills. We offer a comprehensive benefits package including medical, dental and vision insurance, retirement plan, life insurance, and family/medical leave.

Please send your resume and detailed cover letter addressed to the Director of Human Resources. While we wish to acknowledge all applicants, only those selected for an interview will be contacted. Please, no calls.