

Temple Emanu-El

Position Description

Finance Manager

Position Summary: The Finance Manager (FM) supervises the financial activity of the Temple including membership and other billings, payment of Temple obligations and processing of staff payroll. In addition, the FM is responsible for administering insurance benefits, pension reporting and contributions, maintenance of required personnel records and insuring that Temple has adequate internal controls and follows best practices with respect to financial matters.

Financial Duties:

1. Administer the membership, ECE and other billings process;
2. Insure that all cash receipts are recorded properly and deposited in a timely manner;
3. Insure that Temple obligations are authorized, appropriately classified and paid in a timely manner;
4. Assist in the budget process and provide timely reports of financial activities compared to budget goals;
5. Prepare, submit and record biweekly payroll runs;
6. Monitor the payroll service to insure correct and timely depositing of payroll taxes and required tax reports.

Personnel Duties:

1. Verify that personnel records are complete and required hiring reporting is followed (e.g. E-Verify participation);
2. Maintain insurance records for employees including health, dental, supplemental insurances and Workers Compensation insurance and assist employees with insurance matters;
3. Maintain records of accrued and taken vacation and sick leave for staff members.