Officers
President
Scott A. Joseph
Vice President
Jay P. Sage
Assistant Vice President
Stephen Hamburger
Treasurer
Howard J. Hirsh
Clerk
Sander A. Rikleen

Board
Cindy A. Spittel
Dr. Larry Lifson
Eyal Schwartz

Advisory Board
Betty Ann Blum

JCAM SINCE 1984
Jewish Cemetery Association of MA
PRESERVATION | RESTORATION | CONTINUITY

60 Kendrick Street – Suite 100 – Needham, MA 02494

617) 244-6509
(800) 752-JCAM
www.jcam.org

Chief Executive Officer
Jamie H. Cotel

Accounting Services Coordinator

Jewish Cemetery Association of Massachusetts (JCAM)
Location: Needham, MA (Onsite)
Salary: $55,000–$60,000 annually, commensurate with experience
FLSA Status: Non-Exempt

Position Summary

JCAM seeks a detail-oriented, organized, and dependable Accounting Services Coordinator to support the organization's financial operations and administrative functions. This position maintains accurate financial records, processes accounts payable and receivable, and supports financial reporting and administration. The ideal candidate is a proactive professional with exceptional attention to detail, strong organizational skills, discretion in handling confidential information, and the ability to collaborate effectively with staff, families, vendors, donors, and community partners.

What We Offer

- Competitive salary with a robust benefits package
- Meaningful mission-driven work
- Opportunity to serve families and the Jewish community

Key Responsibilities

- Maintain accurate financial records and bookkeeping systems in accordance with organizational policies and accounting standards.
- Process accounts payable and accounts receivable transactions, ensuring timely payment of invoices.
- Prepare and process deposits and financial documentation.
- Serve as the primary internal coordinator for financial activities, ensuring compliance with organizational policies, applicable regulatory requirements, and supporting documentation and processes.
- Oversee the Heartland merchant services account, including account administration, transaction monitoring, reporting, issue resolution, and vendor coordination.
- Compile and prepare financial and operational reports for the CEO and Board of Directors.
- Maintain financial files and records with a high degree of accuracy, confidentiality, and attention to detail.
- Maintain vendor files and respond to inquiries from vendors, donors, and community partners.
- Oversee office purchasing, including ordering supplies, and administrative support functions, ensuring efficient operations and cost management.
- Assist with processing work orders and maintaining organizational databases and records.
- Open, sort, and distribute incoming mail, ensuring timely routing of correspondence to appropriate staff.
- Provide administrative support as assigned.
- Reconcile paid burial fee receipts, signed Authorization for Interment forms, and burial permits
- Participate in the intake and coordination of burials.
- Process burial permits and ensure all required documentation is completed accurately and in a timely manner.
- Rotate into the on-call schedule to support funeral and burial logistics.
- Perform other duties and special projects assigned by the CEO.

Qualifications

- Associate's degree in accounting, Finance, Business Administration, or a related field preferred, or an equivalent combination of education and experience.
- Minimum of three (3) years of bookkeeping, accounting, or financial administration experience.
- Strong understanding of bookkeeping principles, accounts payable/receivable processes, account reconciliation, and financial recordkeeping.
- Experience with accounting software and financial management systems.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Strong organizational skills with exceptional attention to detail and accuracy.
- Ability to manage multiple priorities and deadlines in a fast-paced environment.
- Strong analytical, problem-solving, and decision-making skills.
- Excellent verbal and written communication skills.
- Ability to handle confidential information with discretion and professionalism.
- Experience working in a nonprofit or mission-driven organization is preferred.

Key Competencies

- Financial Accuracy & Accountability
- Organization & Time Management
- Integrity & Confidentiality
- Analytical Thinking & Problem Solving
- Technology & Systems Proficiency
- Communication & Customer Service
- Collaboration & Relationship Building
- Adaptability & Initiative
- Professionalism

Physical Requirements

- Ability to sit for extended periods while performing office-based work.
- Ability to use a computer and standard office equipment for prolonged periods.
- Ability to move throughout office locations as needed.
- Occasionally lift and carry files, records, and office materials weighing up to 20 pounds.

Equal Employment Opportunity Statement

The Jewish Cemetery Association of Massachusetts (JCAM) is an Equal Opportunity Employer. JCAM provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, creed, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity or expression, age, national origin, ancestry, disability, genetic information, veteran status, military service, marital status, citizenship status, or any other characteristic protected by applicable federal, state, or local law. All employment decisions are based on qualifications, merit, business needs, and organizational requirements.

At-Will Employment Disclaimer

This job posting is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position. JCAM reserves the right to modify job responsibilities and requirements as business needs dictate. Nothing in this posting should be construed as creating an employment contract or guaranteeing employment for any specific duration. Employment with JCAM is at will and may be terminated by either the employee or JCAM at any time, with or without cause and with or without notice, subject to applicable law.

Please email your resume and cover letter to deborah.gagnon@jcam.org. No phone calls, please.