

ASSOCIATE DIRECTOR OF ACCOUNTING & FISCAL COMPLIANCE

📍 Remote – Contiguous US-Based

Overview of AJWS

American Jewish World Service (AJWS) is the leading Jewish organization working to fight poverty and defend human rights in Africa, Asia, Latin America and the Caribbean. By supporting hundreds of social change organizations on three continents and advocating for U.S. and international policies for human rights, we respond to pressing global issues—from disasters, authoritarianism and the climate crisis, to the persecution of women and minorities worldwide. With Jewish values and a global reach, AJWS is making a difference in millions of lives and bringing a more just and equitable world closer for all.

Overview of Team

The Finance Department is one of three teams within the Finance and Administration Division of AJWS. The Finance Department is responsible for the oversight of the organization’s financial sustainability and financial assets. The team prepares the organization’s annual operating and capital expenditure budgets; advises management and AJWS’s Board of Trustees on the organization’s financial position; prepares monthly, quarterly and/or annual financial reports and forecasts; collaborates with AJWS’s investment management advisor to safeguard AJWS’s investments and ensure alignment with AJWS’s mission and values; collaborates with Development on donor proposals and reporting; prepares the organization’s annual Form 990 report and related filings; and oversees the organization’s annual financial audit(s) and preparation of its audited financial statements. Additionally, the team, develops and implements a broad range of organizational policies and processes; ensures compliance with tax and regulatory requirements; provides training and support to staff in diverse roles across the organization; ensures timely recording and processing of all transactions and continuously assesses the financial needs of the organization.

Position Summary

The Associate Director of Accounting & Fiscal Compliance oversees all accounting and financial transactions including annual audit, reconciliations and manages the monthly close and preparation of all financial statements, as well as serves as the subject matter expert and lead for the implementation of financial systems, works with software systems project teams and establish policies and procedures for accounting practices. Reporting to the Director of Finance, the Associate Director of Accounting & Fiscal Compliance oversees and mentor a team of three staff including an Accounting Manager, a Senior Accountant, and an Accounts Payable Specialist.

Job Description

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Manage the month-end and year-end financial closing process including reviewing and posting journal entries, revenue recognition, cash management, and expense accounting and reviewing balance sheet reconciliations to ensure a timely close;







- Perform financial and accounting analysis on various general ledger accounts;
- Oversee monthly account reconciliations within the including development of close schedules;
- Oversee cross-divisional reconciliations, including but not limited to contributions revenue and grants expense
- Manage independent financial statements audit including the development of audit schedules, prepare audit documents in coordination with other finance staff and other division staff, prepare financial statements and related footnotes, and manage the relationship with the external auditors;
- Maintain cash flow by monitoring bank balances and cash requirements;
- Oversee the accounts payable process, review of key outputs, provide direction on key issues, and maintain and develop fiscal and GAAP internal controls;
- Oversee the expense reimbursement process, resolving any issues and performing periodic reviews of the process;
- Develop effective fiscal policies, systems and procedures for financial management, reporting and auditing. Ensure all finance policies and procedures are documented, communicated and reflect current practices;
- Work closely with all departments to ensure compliance with all applicable federal funding;
- Develop and implement fiscal policies and procedures and guidelines for cost charges to federal funds;
- Responsible for maintaining internal controls, financial records, adhering to reporting, reconciling, regulatory guidelines mandated by federal grants funding sources and Uniform Guidance;
- Manage AJWS's annual Uniform Guidance Audit including the development of audit schedules, preparation of audit documents in coordination with other finance staff and other divisional staff, preparation of any required financial statements and related footnotes associated with audit, and manage the relationship with the external auditors as it relates to the Uniform Guidance audit;
- Provides leadership for the selection and upgrade of financial systems software and advises, supports and recommendations to the Director of Finance and VP for Finance and Administration;
- Serve as a system administrator for financial system and expenses and invoices management system including maintaining changes, additions, deactivations, troubleshooting technical user errors, and field user questions;
- Develop, mentor and manage the staff on the accounting team, ensuring deadlines and deliverables are met; and
- Support the Director of Finance and Vice President for Finance and Administration with special projects including completion of ad-hoc financial information requests, forecasting and budgeting.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- At least 10 years related work experience;
- Bachelors’ degree in accounting or a related field;
- Previous experience within the non-profit sector;
- In-depth knowledge and experience with government accounting regulations including but not limited to Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200);
- Understanding of accounting concepts, including generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB);
- Prior supervisory experience;
- Previous experience managing independent audit process;







- Knowledge of financial system processes and highly competent in MIP or a similar accounting software;
- Experience with expenses and invoices management system (preference for Concur)
- Experience with contributions and grants management system (preference for Salesforce)
- Advanced Excel skills;
- Understanding of GAAP and fiscal controls;
- Excellent verbal and written communication skills;
- Emotional intelligence and the ability to work effectively across all levels of staff as well as external vendors;
- Ability to manage competing priorities; and
- Commitment to the mission of AJWS.

PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA)

ADDITIONAL INFORMATION

- Salary range: \$89,500 – \$125,500
- This role is full time (40 HRS), Exempt

LOCATION

- Remote – Contiguous US-Based.

**This role is flexible in nature and can be performed from a home office in the contiguous United States.*

Compensation and Benefits Information:

- AJWS is committed to a salary framework that aligns with our culture and values. The compensation range reflected is in alignment with our framework and individual pay decisions will vary based on skills and experience while still allowing for growth.
- Paid Time Off: 15-22 Federal and religious holidays off each year in addition to generous vacation and sick days;
- Full health benefits coverage with minimal contribution by employees;
- 403(b): 4.25% company match (safe harbor);
- Flexible Spending Account and Commuter Benefits;
- Workplace flexibility and generous leave policy.

Additional Considerations:

Black, Indigenous and People of Color; Lesbian, Gay, Bisexual, Intersex, Trans and Gender non-conforming people; women; and differently abled people are encouraged to apply. We also encourage applications from people of diverse religious, spiritual and cultural backgrounds.

As an organization committed to promoting social justice around the world, it is essential that we incorporate a diverse, equitable and inclusive lens into all aspects of our work at AJWS. We encourage applicants with a global perspective and a commitment to values around diversity, equity, and inclusion to apply.

Authorization to work in the US is required.

How to Apply

For immediate consideration, apply below. Applications submitted without a resume and personalized cover letter will not be considered.







We thank you for your interest in career opportunities with AJWS. Due to high volume, only those candidates selected for an interview will be contacted. No phone calls please.

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