



**Position:** Senior Human Resource and Finance Associate  
**Reports to:** Vice President of Finance  
**Start Date:** Immediately  
**Location:** Washington, DC

The Senior Human Resources and Finance Associate will act as a trusted and knowledgeable resource for all employees from onboarding through their tenure, ensuring that payroll is accurate, benefits are utilized effectively and talent is maximized. This individual should be a dedicated team player and leader with excellent organizational, administrative, and communications skills. Additionally, he/she will assist the Vice President of Finance with some general accounting and bookkeeping, including but not limited to, processing payments and deposits, reconciling accounts, and preparing reports.

**Key Duties and Responsibilities:**

In consultation with the Vice President of Finance, the Senior Human Resource and Finance Associate will:

Benefits and Payroll

- Help manage and implement employee benefit plans to include: medical/dental/vision/life, flexible spending accounts, retirement plans, commuter benefits, paid time off and leaves of absence
- Process semi-monthly payroll and personnel adjustments to pay, benefits, taxes and other deductions as applicable
- Prepare payroll journal entries, determine staff allocations, and produce requested reports for VP of Finance accurately and timely
- Maintenance of data and records in ADP and personnel files
- Assist in the completion of personnel reports and surveys as required by external stakeholders

Recruitment and Professional Development

- Provide hiring managers with information and resources necessary to begin recruitment for open positions
- Update J Street Resume Bank regularly and post employment opportunities to national and regional job sites in a timely manner
- Manage J Street's onboarding and offboarding process
- Serve as Internship program coordinator
- Encourage and inform staff of training and professional development opportunities
- Help administer organizational evaluation process

Accounting/Finance

- Prepare vendor payments and cut checks on a weekly basis or as required
- Process deposits and monitor bank accounts regularly

- Reconcile staff reimbursements and credit card accounts
- Provide VP Finance with finance and accounting support as needed

**Desired Skills and Characteristics:**

- A strong commitment to J Street's pro-Israel/pro-peace mission
- 3-5 years experience in Human Resources, particularly around benefits administration and payroll processing
- Experience and interest in talent/professional development, and recruiting
- Some knowledge of accounting and financial principles
- Highly organized, detail oriented, able to prioritize multiple tasks, meet deadlines and work independently as well as in a team
- Comfort with technology, data management and online communications
- Excellent written and verbal communication skills
- Proficient in Microsoft Office, particularly Excel
- Outgoing and positive attitude
- Experience with ADP preferred
- Understanding of nonprofit finance preferred

**More About J Street:**

J Street is the political home for pro-Israel, pro-peace Americans who want Israel to be secure, democratic, and the national home of the Jewish people. Working in American politics and the Jewish community, J Street advocates policies that advance shared US and Israeli interests, as well as Jewish and democratic values, leading to a two-state solution to the Israeli-Palestinian conflict. Launched in 2008 with four staff and a limited budget, J Street is now a \$9 million organization with a national staff of over 60. The organization is headquartered in Washington, DC, with employees in eight cities including Boston, Chicago, Los Angeles, New York, San Francisco, Denver and Tel Aviv. The J Street family of organizations includes J Street, a 501(c)(4) nonprofit that is responsible for lobbying and advocacy; JStreetPAC, a federal political action committee that endorses and raises money for federal candidates; and the J Street Education Fund, a 501(c)(3) that works to educate the public and raise awareness of the Israeli-Palestinian conflict and the two-state solution.

For more information about J Street, please go to [www.jstreet.org](http://www.jstreet.org).

**Compensation:**

Salary for this full-time position will be commensurate with qualifications and experience. Hours and duties may fluctuate based on J Street event and staff travel schedules. Benefits include paid vacation and sick leave, paid time off on federal and Jewish holidays, health and dental insurance, company paid life insurance, 401k and flexible spending account.

**To Apply:**

Interested candidates should submit by email: 1) cover letter that explains why you are interested and qualified; 2) resume; and 3) list of three references to [resumes@jstreet.org](mailto:resumes@jstreet.org) and indicate "Senior Human Resource and Finance Associate" in the subject line.

*J Street is an Equal Opportunity Employer*