

**CHIEF FINANCIAL OFFICER**  
**Jewish Family Service of MetroWest New Jersey**  
**Position Description**

**Background**

Jewish Family Service of MetroWest New Jersey provides innovative, compassionate, and outstanding social services to enhance the independence and well-being of individuals and families throughout all stages of life. With unparalleled professionalism, humanity, and respect for all who seek its support, JFS has been helping families and individuals of all ages manage life's challenges since 1861. JFS is the MetroWest community's premier mental health and social service agency providing comprehensive behavioral healthcare and related social services to over 6,000 members of the Jewish and general communities in Essex, Morris, Sussex, North Union, and lower Hudson Counties.

**Summary**

The Chief Financial Officer (CEO) of JFS MetroWest NJ is responsible for the overall successful accounting/financial management of the Agency and its related divisions, implementation of all financial planning efforts, fiscal management, staff management, and support to Fund Development, Board, and community partnerships, with accountability to the Chief Executive Officer and the Board of Directors. The successful candidate must be a collaborative and energetic leader, with strong financial management skills.

**ESSENTIAL FUNCTIONS & PRIMARY RESPONSIBILITIES:**

1. Responsible for the agency's consistent achievement of its accounting and financial objectives in support of the Agency's mission. Provide strong, creative, energetic financial leadership.
2. Provide accounting/financial oversight to JFS including, but not limited to, program development, State licensing and compliance, risk management, fundraising, business operations, grant and government contract management.
3. Provide accounting/financial guidance/support to the CEO and Board of Directors in fund development activities. Be a partner with peers in funding organizations, e.g., Jewish Federation and the Claims Conference, governmental bodies, private foundations and other not for profit organizations.
4. Direct the development of an annual financial plan and budget as an integral part of the Operating Plan. Take responsibility for meeting the commitments of the plan/budget. Develop and facilitate an active planning process.
5. In conjunction with the CEO, Board and the management team, develop and implement organizational goals and objectives consistent with the mission and vision of the agency.
6. Maintain an excellent working relationship with the CEO, Board of Directors and its committees.

## **QUALIFICATIONS:**

1. Must have experience in the overall financial management of a non-profit organization. Experience in fiscal management; knowledge of accounting/financial systems required; business and technology experience desired.
2. Successful track- record of strong financial management of organizations similar to JFS.
3. Five+ years post-graduate experience, three of which are in a progressively responsible administrative and supervisory capacity. A minimum of a Bachelor's Degree in Accounting or related field with CPA preferred.
4. Strong and diverse experience in supporting fund and grant development.
5. Ability to support JFS partnerships between individuals, governmental and non-governmental organizations, corporations, and foundations, both locally and nationally.
6. Have outstanding analytical and written/verbal communication skills.
7. Energetic with high ethical standards.
8. Articulate and able to relate to people at all levels of an organization, as well as respond effectively to the most sensitive inquiries, grievances, or complaints.
9. Able to manage complex accounting issues and respond quickly to CEO or Board requests.
10. Excellent people skills with ability to build consensus.

Candidates are invited to submit their cover letter and resume to:

[hr@jfsmetrowest.org](mailto:hr@jfsmetrowest.org)