



Jewish Family Services
of silicon valley

Finance Manager Position Opening

Jewish Family Services of Silicon Valley (JFS SV) is seeking a **Part-Time (20-25 hours/week) Finance Manager**. This position creates budgets and financial reports, financial reports for government (and other) contracts; and is the chief agency human resources contact. We are seeking a trustworthy, experienced professional with accounting and prior nonprofit experience.

Your job responsibilities include overall management of accounts receivable and payable, submitting quarterly and annual financial data for agency contracts, creating monthly finance statements and annual budgets, and being the chief liaison regarding the annual financial audit. Your human resources-related duties will include being responsible for payroll, submitting personnel background checks for staff and volunteers, and being the liaison regarding staff health insurance and retirement benefits.

You must be accurate and highly organized; a multi-tasker with sound problem-solving and analytical skills. The position also requires good communication and interpersonal abilities.

Strong knowledge of Excel, Quickbooks and other relevant financial software are required.

Salary is commensurate with experience.

Great benefits, supportive colleagues and positive work environment on a beautiful campus.

Requirements:

- BA or BS degree in accounting
- Minimum three years of experience in nonprofit agency financial management
- Familiarity and ease with Excel, Quickbooks and other financial software.

Résumés to: jobs@ifssv.org

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Our Mission:

Jewish Family Services of Silicon Valley empowers individuals and families facing life's challenges by providing quality human services inspired by Jewish values.

Our Vision:

Jewish Family Services ensures that children, adults, and families in our community have access to affordable and meaningful professional services. Everyone is treated with dignity and respect.

JFS provides a broad range of social services to help people thrive. The agency's programs are available without regard to race, religion, ethnicity, sexual orientation or ability to pay.