



POSITION DESCRIPTION DIRECTOR OF FINANCE

POSITION SUMMARY:

The [Network of Jewish Human Service Agencies](#) (NJHSA) is seeking a full time **Director of Finance** to manage the agency's accounting, budget development and monitoring, payroll administration, grant reporting, auditing processes, tax filling compliance, investment management and banking relationships. Additionally, the Director of Finance will provide supervisory oversight of the organization's human resource, information technology, business insurance, vendor management and purchasing functions.

Having been established in 2017, following a merger between two longstanding membership associations, the Network today supports over 150 U.S., Canadian and Israeli member agency affiliates. The Director of Finance will manage all day to day accounting and fiscal reporting tasks, while also supporting the fiscal and related administrative oversight needed for this fast growing non-profit membership association.

While the organization is based in Paramus, New Jersey, this position is structured as a fully remote position. The candidate should have the flexibility for travel to New Jersey as needed.

PRIMARY RESPONSIBILITIES:

Reporting to the CEO, and working as the lead professional ensuring NJHSA's fiscal oversight, the Director of Finance will:

- Transition all financial records onto a new online financial system.
- Process all accounts payable and receivables in a timely and efficient manner.
- Manage monthly, quarterly and year end closings.
- Prepare and review all account reconciliations.
- Prepare and monitor agency financial statements.
- Maintain audit documentation and serve as primary accounting liaison to external auditors supporting the development of the annual audited financial statement and annual tax filings.
- Coordinate with the Grants Manager and other NJHSA staff as needed the program budget development and monitoring processes for all program grants and develop the required financial reports to be in full compliance with all grant reporting requirements. Most of the grants received are structured as pass through grants with the majority of the funding being reallocated to NJHSA member agencies.
- Develop, monitor and maintain accurate and timely monthly cash flow projections and facilitate updates as needed.
- Manage day to day cash flow and banking and serve as primary liaison to bank personnel as needed.
- Coordinate monthly reconciliation of payments received via credit card or online transactions made via the NJHSA website.

- Maintain and document all internal controls and develop new controls as needed and maintain oversight of risk management policies and procedures.
- Maintain and document all agency financial policies and procedures and develop new policies and procedures as needed.
- Support other personnel who manage tasks associated with human resources, information and technology, business insurance and vendor management and purchasing. Ensure that these functions are in keeping with the organization's overall fiscal and risk management efforts.
- Support the CEO and other program staff in the development of the annual operating budget and serve as primary staff liaison to the Board's Budget and Finance Committee.
- Serve as primary liaison to the fund manager providing management and oversight for the agency's reserve fund.
- Serve as primary liaison to the Network's independent auditing firm and support the annual audit process.
- Support the Budget and Finance Committee with its efforts to manage investments and the reserve fund, in keeping with the Network's Investment Policy Statement.
- Serve as primary liaison to the Network's bank and other vendors that support online transactions.
- Other duties and responsibilities as assigned.

POSITION REQUIREMENTS:

The successful candidate will hold experience in an accounting manager role, including experience with AR/AP processing, monthly close processes, preparation of financial statements and non-profit grant reporting. The Director of Finance will have the ability to establish priorities and handle multiple assignments with tight deadlines. Additionally, the Director will have experience in developing new processes and improving existing processes and will possess strong technical and interpersonal and communication skills.

- Bachelor of Science in Accounting or related field.
- Minimum of 5 to 7 years of related experience in non-profit accounting and comparable positions held in non-profit organizations.
- Preferred experience in non-profit human service/social service organizations.
- Experience with government contracting for human services and related financial reporting.
- Experience in grant/contract budget development, monitoring and reporting.
- Experience with accounting processes to support the development and filing of annual audited financial statements and tax filings.
- Experience creating and managing a significant and growing operating budget.
- A highly organized self-starter, with proven ability to self-motivate and work both independently and as part of a team.
- Demonstrated entrepreneurial spirit in the form of creative solutions to persistent challenges.
- Ability to handle a variety of constituencies, stay highly organized, and be an effective time manager with the capability to multi-task and prioritize in a demanding work environment.
- Excellent written and verbal communication, interpersonal, relationship-building and leadership skills with a proven ability to interact effectively with professional staff at all levels and with lay leaders.
- Strong experience with Microsoft Suite, including Microsoft Excel, Word, Power Point required, as well as experience with financial accounting software.
- Overall, the Director of Finance will be a strategic thinker possessing a strong ability to synthesize information and data in order to plan ahead.

The Network of Jewish Human Service Agencies offers an employment package that includes competitive pay and comprehensive benefit offerings. The Network is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law.

Letters of interest and resumes should be directed to HR@networkjhsa.org. The starting salary range for this position is \$85,000 to \$100,000.