



## **Chief Financial Officer Position Description Jewish Community Services of Baltimore**

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### **Background**

Jewish Community Services ('JCS') provides programs and services that help people of all ages and backgrounds achieve their goals and enhance their wellbeing. Through their comprehensive array of services, they effectively respond to the diverse needs of individuals, families, and communities in the Greater Baltimore Region. JCS is proud to be an agency of The Associated: Jewish Federation of Baltimore along with 26 other agencies. JCS seeks a dynamic executive with a proven record of accomplishment to lead the finance and human resource functions of its organization. For more information about our agency, go to [www.jcsbalt.org](http://www.jcsbalt.org)

### **Job Summary**

The Chief Financial Officer (CFO) is the chief fiscal officer of JCS and is responsible for developing overall financial strategy in accordance with and in service of the organization's overall mission and strategy. The CFO reports to the Executive Director and leads the day-to-day financial operations of JCS Baltimore. The CFO provides guidance and staff support for the Business and Administration Board committee. As a member of JCS's leadership team, the CFO plays a critical role ensuring cost effectiveness and efficiency in addressing issues related to organizational growth and development and delivery of our services.

The CFO ensures that financial systems and procedures are in place to support timely and accurate reporting, forecasting, effective planning, program implementation and financial oversight. This position oversees the Human Resources department along with budget preparation process and Board presentations. The CFO must provide the highest level of service and responsiveness to all stakeholders of the organization, including both lay and professional leadership while embodying the highest standard of integrity and transparency.

### **Job Responsibilities/Essential Job Functions**

- Provide strategic guidance and leadership regarding the policies, processes, and systems necessary to manage the organization's financial and administrative operations in an effective and efficient manner.
- Manage all financial operations of the organization including grants and cash management, accounting, forecasting, and risk management and billing activities to ensure compliance with all regulatory requirements and rules for non-profits.
- Oversee all accounts, ledgers and reporting systems, ensuring compliance with GAAP and best practices.
- Foster a collaborative working relationship across the organization to ensure effective budget preparation, monitoring, and linking actual results back to strategic priorities established by the CEO and the Board.
- Work in partnership with staff to ensure timely and accurate recording and reporting of revenue results. Partner with development and program teams on solicitations, review grant proposals and budgets prior to submission to foundations and other funders. Work with Fund Development team to develop budgets for grants and prepare financial reports for grantors as requested.
- Prepare timely and accurate financial reports for the executive management team, Business and Administration Board Committee and the Board.
- Prepare timely and accurate presentations for our Associated allocations process and related reporting requirements.
- Lead audit preparations and manage the ongoing relationship with the external auditors to ensure compliance with all regulatory requirements.
- Oversee grant-reporting and contractual agreements, including development of policies, processes, and systems to manage risk and compliance.
- Recruit, hire, lead, motivate, and evaluate a high-performing team of professionals that will support the organization and help it achieve its strategic goals.
- Mentor and develop the finance team to build a culture of teamwork and professionalism.

### **Required Work Experience:**

- Minimum 8 years of hands-on experience in accounting management in the nonprofit sector.
- Demonstrated track record of personnel management and evaluation, budgeting, financial reporting, strategic thinking, and decision making, in addition to setting long-term financial goals
- Fiduciary experience and in-depth knowledge of accounting rules including those specifically focused on non-profit organizations.
- Strong interpersonal and leadership skills, with the ability to build and maintain relationships with staff, lay leaders and community leaders.

- Ability to communicate technical and complex information clearly and effectively to a non-technical audience.
- Effective communicator and collaborator with a wide range of stakeholders, including executive management, board members and community leaders.
- Knowledge of healthcare, mental health, or social services specifically as it relates to Medicare/Medicaid billing and other government programs or grants
- Familiarity with MIP or other financial management software is preferred.
- Undergraduate degree in accounting required, MBA is strongly preferred. CPA a plus.

***For more information or to apply, contact [Carin@sageviewconsulting.com](mailto:Carin@sageviewconsulting.com)***