

Alpert JFS is looking for an experienced Chief Financial Officer to work directly with the CEO on all strategic and tactical matters as they relate to strategic planning, budget management, cost-benefit analysis, and forecasting needs. This position will be responsible for the development of standard accounting, analysis and reporting procedures, and for the exercise of overall financial control.

Essential Responsibilities:

- Responsible for fiscal analysis, strategic financial planning, budgeting and forecasting activities, as well as overseeing investing and financing
- Formulates and recommends policies on banking, receipt, and disbursement of funds, extension of credit, fiscal and accounting matters. Oversees cash management and investments. Coordinates investment activities with the committee and external investment advisor; monitors investments held by foundations
- Responsible for ensuring that all finance and work with the Risk Manager to ensure all risk management plans/policies are up-to-date and the organization is in compliance with those policies. Coordinates the purchase of commercial insurance
- Directs all budget and financial planning, reporting, and forecasting. Work with program staff to understand, utilize and adjust budgets as needed, manage costs to achieve the organization's financial goals. With the CEO and Development Director, plans organizational fundraising revenue goals
- Creates and monitors program services long-range financial plans. Prepares financial analysis and cost/benefit analysis to assist program directors in long-range planning
- Reviews and makes recommendations on proposals, RFP's and financial statements
- Acts as a liaison to the board of directors and Board committees including Budget and Finance, Audit, 401(k) Oversight, and Investment committees. Prepares committee agendas and provides relevant synthesized information promptly. Fosters good relationships with Board Chair, Treasurer and other committee members
- Leads annual audit preparations and manage the ongoing relationship with auditors to ensure compliance with all regulatory and GAAP requirements. Prepares audited financial statements, footnotes, and information for the Form 990 preparation. Coordinates the selection of the external audit firm with the Audit Committee
- File all reports necessary to comply with laws and regulations for reporting and audits of recipients of public funds
- Supervises accounting staff, insuring ongoing training and accuracy
- Other responsibilities as assigned.

Qualifications:

- Bachelor's degree in Accounting, Finance , or related field
- CPA preferred
- 7+ plus years of progressively responsible management experience in accounting/finance preferably including strategy for a large non-profit
- Proven experience with managing staff, outside vendors, budgeting, audits, financial analysis and planning a must
- Prior work with a board of directors preferred
- Excellent written, oral presentation, and interpersonal skills
- Ability to evaluate systems for efficiencies and implement improvements

- Extensive knowledge of computer software applications, including accounting software programs
- Ability to analyze complex financial data, propose viable solutions, and design necessary system

Please send resumes to jobs@alpertjfs.org or apply online at <https://www.alpertjfs.org/careers/>