



Jewish Family Services is a nonprofit human service agency located in Columbus, Ohio, and founded in 1908. Our mission is to help individuals and families achieve economic self-sufficiency and emotional stability. We provide a unique combination of mental health and workforce development services, using a person-centered approach to tailor services to meet the complex needs of the people who come through our doors.

Our organization is rooted in a rich history of Jewish values, but our services are not limited to those in the Jewish community. We serve individuals of all races, ethnicities, and religions and from all economic circumstances, and our dedicated and talented staff reflect the diverse communities we serve. We are proud to be designated by *Columbus CEO* in 2022 as one of the Best Places to Work in Central Ohio.

CHIEF FINANCIAL OFFICER

Jewish Family Services employs 55 full-time staff members and has an annual budget of approximately \$4 million dollars. We are primarily funded by government and philanthropic grants.

The Chief Financial Officer is a member of the executive leadership team and manages all financial functions including accounting, billing, reconciling, budget development and tracking, financial operations, office support personnel management, human resources, insurance coverage, management of legal requirements, and develops projections on individual project budgets, grant budgets, and capital improvement budget. This position also supervises day-to-day operations relating to the building facilities and IT services.

Preferred Qualifications

- Bachelor's degree from an accredited college or university in accounting, finance, business administration, or equivalent; CPA a plus.
- A minimum of five years of progressively responsible work experience managing the accounting functions in a nonprofit agency or equivalent experience
- Thorough knowledge of budgeting and accounting practices, processes, and procedures of nonprofit organizations
- Previous experience with government and philanthropic funding
- Previous experience with QuickBooks or similar accounting software
- Demonstrated ability to organize, direct and coordinate operations in personnel supervision, recruitment and retention of key personnel, and budget management
- Excellent communication skills, both verbal and written
- Strong organization and analytical skills
- Consistent attention to detail

- Strong computer literacy including use of Microsoft Office product suite, e.g., Word, Excel, Power Point, Outlook
- Ability to interact professionally with staff, board members, volunteers, funders, and partners
- Demonstrated commitment to diversity, equity and inclusion
- Desire to make a difference in the community and to advance our mission

Primary Job Responsibilities

- Oversee all accounts, ledgers, financial software, and reporting systems ensuring policies and procedures comply with appropriate GAAP standards and regulatory requirements
- Oversee an inclusive process to establish an annual operating budget for the organization as well as individual grant budgets
- Provide staff training in the areas of budget development, budget management, fiscal accountability, financial procedures and more
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of Jewish Financial Services' financial status
- Develop plans to address areas of opportunity within the organization's financial health and financial processes
- Provide strategic vision, planning and oversight of Jewish Family Services' financial outlook
- Manage office support personnel to include hiring, training, delegation of duties and performance management
- Participate in weekly leadership meetings to discuss direction of the Organization and present financial data
- Work closely with Agency leadership to a) maintain, analyze, and interpret the general ledger for all funds, and b) manage the preparation and analysis of financial reports on a monthly and as-needed basis
- Manage organizational cash flow
- Work with external auditors to prepare and review audit schedules and annual report of audit findings
- Identify and evaluate opportunities for improved financial operations, recordkeeping, and reporting
- Assist program directors in preparing budgets for grant proposals that fit organizational strategy
- Lead planning and development of operating and fund account budgets; control expenditures against budget
- Ensure the maintenance of financial records and recordkeeping systems, including grant/fund accounting, to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements
- Ensure a productive work environment within the finance and accounting function
- Manage and staff relevant board committees such as Finance, Audit, Investment
- Attend additional committee and board meetings in an advisory capacity
- Serve as agency lead in finance and administrative relationships

- Internal: Maintain contact with the Executive Leadership Team and department heads to provide technical assistance in matters of financial operations; interact regularly with Chief Executive Officer and the Board to develop fiscal policies and budgets, and to present regular reports in an advisory capacity; direct, consult and counsel organization employees, board members, volunteers and community members concerning agency finances and administration
- External: Maintain contact with auditors, funders, benefits providers, insurance carriers and others
- Oversee human resource function and administrative policy development and review
- Represent the organization as a member of leadership team
- Other duties as assigned

Physical demands and work environment: The physical demands and work environment represent the activities and surroundings of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position will require occasional travel to other organizations and locations for collaboration and off-site events. Equipment used includes computers, copiers/printers, fax machines and telephones. Essential functions require near visual acuity to review documentation in hard copy and electronic form; ability to hear and understand speech at normal room levels and on the telephone; physical condition necessary for sitting, walking or standing for prolonged periods of time. Requires occasional lifting or carrying of materials weighing less than 50 lbs.

Jewish Family Services has a mandatory COVID-19 vaccination policy, available on request.

To apply, please send resume and cover letter by May 31 to hr@jfscolumbus.org, Attn: Karen Mozenter, CEO.



JEWISH FAMILY SERVICES

WE BELIEVE
that we should treat ourselves and each other with dignity and respect.

WE BELIEVE
that all people, no matter how different, are connected.

WE BELIEVE
that people should feel safe in their homes and community.

WE BELIEVE
that we have a communal responsibility to stand up for each other, especially for those among us who are vulnerable.

WE BELIEVE
that we should speak honestly, straightforwardly and respectfully.

WE BELIEVE
that we should respect and accept our neighbors as ourselves.

WE BELIEVE
in being fully engaged and "all in."
