



**Chief Financial Officer (CFO)
Osher Marin JCC
San Rafael, CA**

THE OPPORTUNITY

Nestled in the beautiful hills of Marin County, the Jewish Community Center (JCC) is part of a unique campus-like environment that has provided educational, social, cultural, and fitness programs to the community since 1946. Open to everyone, the mission of the Osher Marin JCC is to celebrate, strengthen and sustain Jewish life and culture, to build cross-cultural understanding, and to enrich the lives of those in the community at large. <http://www.marinjcc.org/>

The JCC is seeking an experienced Chief Financial Officer (CFO) who is sharp, detailed, personable, even keeled and an effective mediator. The CFO is the financial partner for the CEO and COO and serves as the department head of the accounting department. This is a full-time position with flexible schedule negotiable. The JCC is a non-profit organization with an operating budget of \$12M comprised of mixed revenue streams from six major program areas and fundraising. This is an executive management position requiring extensive financial management knowledge. As part of an executive team, the CFO will assist in the overall leadership and direction of the JCC and staff. The CFO will ensure the effective utilization of the JCC's personnel and financial resources in a manner that is consistent with our service standards approved within the annual budgets and/or business plans.

JOB DESCRIPTION

Specific responsibilities include:

Financial Oversight

- Responsible for the administration and management of three departments: Finance & Accounting, Human Resources, IT, and overall financial functions of the JCC.
- Oversight of all functions of Finance & Accounting including:
 - Accounts payable
 - Accounts receivable
 - Cash management
 - Audits
 - Financial modelling
 - Revenue forecasting
- Development and management of the annual JCC and departmental budgets.
- Supervision of all billing and monitoring of receivables.
- Develop financial and operational policies and internal control systems.
- Manage requirements and financial information for grant applications and funder reports.
- Liaison to lending institutions and banks.
- Monitor purchasing procedures.
- Provide financial reports to the Chief Executive Officer and Board of Directors.
- Oversee JCC networking, internet, accounting and software systems.
- Investigate and report on annual financial operating issues.
- Oversee and review of all JCC agreements and contracts with renters, outside vendors and contractors, as well as all legal matters.
- Oversee Human Resources functions of the JCC including:
 - Benefits
 - Payroll administration and monitoring

- Personnel practices
- Supports the Director of Human Resources in negotiating Union contract
- Provide support material and guidance as needed by the CEO and COO.
- Prepare 990 and federal/state grant reports.

Supervision

- Oversee all staff in areas stated above to include hire, train, supervision, and evaluation.
- Provide the assistance and supervision necessary for all department heads to have the tools necessary for them to manage the financial aspects of their departments.

Executive Staff Team

- Provide leadership to executive staff team on financial and administration areas of the JCC.
- Serve as part of the senior management of the JCC.
- Assist management staff with preparation of key statistics to monitor their areas of operations.
- Represent JCC as Campus Partner on financial matters.

Board and Committees

- Attend board, executive and finance committee meetings.
- Prepare briefings and reports for board, executive and finance committee meetings.
- Provide information and insight to the board on the financials annually and strategically.
- Assist the treasurer to present monthly and year-end reports to the board
- Staff the Finance Committee:
 - Prepare agendas with the treasurer
 - Prepare all necessary reports with Controller
 - Maintain minutes of all meetings
 - Guide the committee through the annual budget and audit processes.

QUALIFICATIONS

- Minimum Bachelor degree in finance or business, prefer Masters.
- 5 – 7 years experience in managerial role in a finance setting.
- Previous experience in operational oversight a plus.
- Solid knowledge of non-profit organizations, GAAP standards and fund accounting.
- Advanced computer knowledge and skills in needed areas of finance and accounting.
- The ability to keep current on new legal rulings and laws that may affect the JCC.
- Ability to work effectively and expediently in a team environment.
- Proven track record as an impactful negotiator and relationship builder. Experience with unions a plus.
- Excellent written and verbal communications skills.
- Excellent organizational skills.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Technologically savvy to manage the organizations IT strategy and systems a plus.
- Ability to manage across multiple disciplines simultaneously
- High level of integrity and dependability with a strong sense of urgency and results-orientation
- Maintain calm and professional demeanor in a fast-paced environment

Benefits and Salary:

- Salary commensurate with experience.
- Health & dental insurance; life & disability insurance; TSA and flexible benefits plan; 22 paid vacation days per year; 13 paid sick days per year; approximately 15 National & Jewish holidays per year; up to 5 emergency leave days; JCC family membership; discounts on JCC programs & events.

Please forward your resume and cover letter by hitting the "reply" button. The JCC is an equal opportunity employer and embraces people of all faiths and backgrounds. For more information on the JCC, go to <http://www.marinjcc.org>.