##### JOB DESCRIPTION

**POSITION TITLE:** Chief Financial Officer

**REPORTS TO:** Chief Operating Officer

**POSITION SUMMARY:**

As a member of the organization’s Executive Team, the CFO leads all financial operations of the organization, including a Foundation, a self-funded health trust, and a $6M Student Scholarship organization along with many initiatives and programs.

Guided by the organization’s strategic and evolving priorities, the CFO makes actionable recommendations on strategy to ensure effective and efficient financial and operational systems and processes are in place to support and grow the organization.

This position oversees internal operating departments within Finance & Accounting, Donor Services, and possibly Facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Financial**

* Partner with the CEO and COO to strategically execute the organization’s mission by providing financial and operational insight
* Assess and streamline processes to ensure efficiency and effectiveness
* Ensure accurate, timely, and meaningful financial data and financial reporting for the CEO and COO, the Finance and Investment Committee, and the Board of Trustees to guide the organization toward its strategic plan
* Manage risk and safeguard resources through risk mitigation strategies including internal controls, contract management and other legal activities, and appropriate insurance
* Prepare and present key financial and operational information at Board of Trustees and Finance and Investment Committee meetings
* Participate in and support the strategic plan through modeling, making data-driven recommendations, and ongoing tracking to plan
* Oversee the preparation of the annual budget and forecasts for various components of the organization, including unrestricted operations, restricted operating funds, and the Foundation; present to the Finance Committee and Board
* Provide fiduciary oversight of the benefits plans; responsible for oversight of 403(b) plan and frozen pension plan
* Coordinate Audit Committee meetings
* Responsible for the timely planning, coordination, and completion of multiple audits, 990 tax returns, and Form 5227s for Charitable Remainder Trusts and Gift Annuities
* Fiscally manage all physical operations of the organization

**Operational**

* Oversee Donor Services to ensure the continuing strategic use of technology and data analysis to advance the organization’s mission and support the philanthropy, Foundation, and Community Planning and Grantmaking teams
* Continuously analyze, recommend, and implement more efficient and effective processes to support the organization’s operations, growth, and donors’ experiences

**Leadership**

* Supervise, develop, and motivate staff, with a focus on core values of excellence, fearlessness, empathy, collaboration, and positive can-do attitude
* Serve as a transformational thought leader that can inspire and initiate change
* Advise the CEO and the Board of Trustees on all matters pertaining to finance policy to ensure that financial strategies, decisions, and functions effectively facilitate achievement of council goals
* Provide full support to the various committees (Audit/Finance/Investment) and other Board groups as necessary
* Work closely with the Investment Manager and Finance Committee in the oversight and communication of the investment portfolio
* Develop and maintain a positive and collaborative culture across departments
* Develop and maintain strong relationships with Board and Committee members and other key stakeholders

**QUALIFICATIONS:**

* At least 10+ years of successful, relevant experience in a complex organization required
* Public accounting and nonprofit accounting experience strongly preferred
* Bachelor’s degree in Accounting or Finance required
* CPA and/or Master’s degree preferred
* Experience with or knowledge of investments helpful
* Experience leading volunteer committees including Finance and Investment and Audit Committees

**COMPETENCIES:**

* Strong problem-solving skills to identify challenges and recommend/implement solutions
* Exceptional leadership skills with the ability to delegate, motivate, and inspire the team
* Proven track record of setting and achieving organizational goals
* Excellent communication and presentation skills
* Exhibits a positive, collaborative, and professional demeanor
* Effectively work in a team-based, complex, fast-paced environment
* Practice a high level of integrity and discretion

**PHYSICAL REQUIREMENTS:**

Intermittent periods of standing and walking with extended periods of sitting. Must have excellent visual acuity for work with systems and records. Position requires average hearing and verbal ability to communicate with Federation staff, donors, volunteers, vendors, and others. The employee must occasionally lift and/or move up to ten pounds.

Federation requires all employees to be fully vaccinated against COVID-19 or have received an exemption by Human Resources.

**COMPENSATION:**  The salary range for this position is $182,000 - $219,000 plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

*Jewish Federation of Greater Atlanta provides equal employment opportunities to all applicants and prohibits discrimination regarding race, religion, age, sex, national origin, sexual orientation, gender identity or expression.*