

Job Title: VP, Finance

Reports to: CFO

FLSA status: Exempt

Position Summary

The VP, Finance leads the accounting and financial team for the Jewish Federation, the Atlanta Jewish Foundation, and the Community Health and Welfare Trust. This role is responsible for developing a cohesive, high-performance team that provides stellar service to our internal and external customers. In addition, this position ensures strong fiscal oversight (i.e. management / compliance / safeguards) and financial storytelling to support strategic business decision making across the organization.

The VP, Finance is also responsible for coaching and developing all direct reports and ensuring development for all indirect reports. This position also drives the implementation of financial strategy, promoting operational efficiency, and supporting the organization's mission through sound financial stewardship and strategic insight.

Responsibilities:

- 1) (25%) Develops and implements short-term and long-term strategic plan to meet the organization's objectives. This work may include, but is not limited to:
 - Designing and implementing business strategies, plans and procedures that promote collaboration and a positive culture to achieve the vision of the organization;
 - Leading the development, communication, and implementation of effective strategies and processes for the division;
 - Setting comprehensive and clear performance goals for the team that support the company's strategic plans;
 - Conducting consistent SWOT analysis to support the strategic planning process;
 - Establishing an efficient and effective approach to new process introduction, incorporating the best combination of cost effectiveness and innovation;
 - Providing strategic input to evaluate best practices related to the financial operations of the organization.

- 2) (20%) Coaches and develops the Finance leadership team members to achieve goals and create a positive work environment. This work may include but is not limited to:
 - Engaging direct reports in coaching sessions consistently throughout the year, including performance evaluations;
 - Coaching team members to review weekly reports and measures;
 - Identifying projects and opportunities for leaders to build skills needed for future roles;

- Ensuring access to resources for skill development and proactive conversations to ensure training and coaching is implemented in daily activities;
 - Addressing employee relations issues and delivering performance management conversations, including terminations;
 - Providing feedback on daily activities and recognizing accomplishments;
 - Interviewing and selecting quality team members to meet staffing needs.
- 3) (20%) Builds strategy to ensure a positive work environment and a culture of engagement and growth for all team members. This work may include but is not limited to:
- Developing a team culture that promotes trust, engagement and strong communication across all team members;
 - Fostering professional development by identifying growth opportunities, supporting career advancement, and encouraging continuous learning;
 - Creating and maintaining inclusive practices that value diverse perspectives and promote equity within the team;
 - Establishing clear performance expectations and providing consistent, constructive feedback to support individual and team success;
 - Recognizing and celebrating team and individual achievements to build morale and reinforce a culture of appreciation and accountability;
 - Implementing programs and initiatives to engage employees and create a positive work environment.
- 4) (20%) Ensures accurate financial records for multiple entities in accordance with generally accepted accounting principles. This work may include but is not limited to:
- Protecting the organization's assets through strong internal controls, internal reviews, and insurance coverage;
 - Ensuring adherence to financial policies and procedures, adjusting policies when needed;
 - Overseeing Enterprise-wide accounting, finance, and tax compliance including planning for all audit and tax deadlines;
 - Leading the processes for budget and forecasting, capital funding and accounting for capital assets;
 - Ensuring fraud controls are in place and practices are being followed;
 - Managing and investing the organization's assets as requested;
 - Maximizing earnings on bank accounts;
 - Maintaining strong relationships with banks and other financial institutions;
 - Identifying and evaluating insurance options and risk management policies;
 - Completing the budgeting, forecasting, financial modeling and analysis of financial results;
 - Implementing treasury and investment management strategies;
 - Contributing to and supporting the objectives for the Finance, Investment and Audit Committees;
 - Analyzing financial results of the organization and presenting findings and recommendations to the Senior Leadership Team and Board of Directors.

- 5) (15%) Provides strategic leadership to the team to ensure the department operations are lean, efficient, effective, and systematic. This work may include but is not limited to:
- Managing the Finance team budget to ensure expenses align with forecasts;
 - Executing the company's financial strategy and leading change initiatives through the Finance leadership team;
 - Setting and monitoring goals and tracking systems to ensure team results;
 - Consolidating data from multiple accounting systems to streamline processes;
 - Managing administration, operations, and controls of various systems, including master tables, user rights, and profiles in accounting and Foundation systems;
 - Troubleshooting and resolving accounting systems' errors;
 - Defining and implementing processes and procedures to ensure consistent delivery of quality services.

Qualifications:

- Bachelor's degree and Masters in Business Administration or CPA required;
- Minimum 10 years' successful experience in accounting operations and financial reporting in complex organization required;
- Experience owning the responsibility for the quality and content of all financial data, reporting, tax oversight, and audit coordination for either a division or significant program area;
- Experience leading, coaching and managing a team of accounting professionals, including experience leading other leaders required;
- Public accounting, nonprofit accounting, and grants management strongly preferred;
- Flexible, collaborative, and comfortable multi-tasking effectively in a fast-paced environment;
- Ability to translate financial concepts with a collaborative approach to colleagues outside of the finance field;
- Strong technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors;
- Knowledge of accounting and reporting software including Abila MIP and Salesforce a plus;
- Commitment to training programs that maximize individual and organization goals across the Finance team including best practices in accounting and finance activities;
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making;
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders required;
- Personal qualities of integrity, credibility, and dedication to the organizational mission;
- Strong problem-solving skills to identify challenges and recommend and implement solutions;
- Exhibits a positive, inspiring, influential, collegial, and professional demeanor.

Competencies:

- Communication
- Attention to Development
- Enterprise Mindset



- Change Champion
- Trusted Advisor
- Business Acumen
- Strategic Vision
- Critical Thinking
- Organizational Savvy

Physical Requirements:

Intermittent periods of standing and walking with extended periods of sitting. Must have excellent visual acuity for working 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.

Compensation:

The salary range for this position is \$170,000 - \$185,000 plus a comprehensive benefits package. The anticipated salary is near the midpoint and commensurate with experience.

Jewish Federation of Greater Atlanta is an equal opportunity employer.