



Job Description
Managing Director, Finance & Administration
Jewish Federation of Northern New Jersey

Department: Finance & Administration
Reports to : Chief Executive Officer
Status: Full-time Exempt Position
Location: Northern New Jersey

Background:

Jewish Federation of Northern New Jersey is a non-profit philanthropic organization dedicated to creating a vibrant Jewish community in northern New Jersey. Federation cares for those in need, deepens engagement in Jewish life, and strengthens the bonds among Jews in northern New Jersey area, in Israel, and around the world. Its primary functions are community planning and allocations, financial resource development, and leadership development.

Northern New Jersey is home to approximately 125,000 Jews. Jewish life in the area is diverse and multi-faceted, and includes approximately 40 Jewish organizations, 85 synagogues and 13 day schools. Federation raised over \$14 million in 2019, and currently holds over \$63 million in endowments. Opportunities to grow revenue are significant.

Covering a sprawling geographic area in close proximity to New York City, Northern New Jersey encompasses urban to suburban to exurban settings. It is home to important sites dating back to the American Revolution and boasts excellent public and private schools, colleges and universities, vibrant cultural institutions, and a network of scenic parklands. Northern New Jersey is also known for the Meadowlands Sports Complex (home to the New York Giants and Jets).

For more information, please visit the Federation's website at: www.jfnnj.org

Position Summary:

The Managing Director of Finance & Administration (MDFA) is the chief fiscal officer of Jewish Federation of Northern New Jersey (Federation), responsible for developing overall financial and operational strategy in accordance with and in service to the organization's overall mission and strategy.

The Managing Director will provide leadership and direction to the accounting, data processing, Kehillah Cooperative (community group purchasing), facility, IT and HR functions. This includes all financial and accounting operations and requirements, treasury functions, insurance renewals, building operations, information technology operations, human resource operations, reporting systems, annual audit, tax returns, internal financial statements, and all related policies and procedures.

The MDFA must provide the highest level of client service and responsiveness to all stakeholders of the Federation, including both lay and professional leadership while embodying the highest standard of integrity and transparency.

Responsibilities:

1) Finance Operations:

- Supervise Finance Department personnel (3 direct reports, 8 staff) which includes Accounting, Data Processing, Office/Facilities Management, and the Kehillah Cooperative (community group purchasing).
- Develop the annual operating budget, monitor actual-to-budget performance, and prepare quarterly projections. Monitor cash position.
- Responsible for generation and review of annual 990 Tax Returns, prepared by independent accountants.
- Responsible for planning the annual audit process. Coordinate all audit activities with Audit, Senior, and Federation staff; respond to all auditor's requests for information.
- Provide disciplined financial analysis to major organization decisions. Work to align resources with the short-term and long-term objectives and strategies of the organization.
- Ensure the accuracy and timeliness of all financial statements and regulatory reporting; oversee the maintenance of financial compliance.
- Negotiate annual personnel and business insurance renewals.
- Formulate and implement accounting policies and practices in conformance with all relevant laws and regulations, including but not limited to FASB and the IRS.
- Develop, monitor, and improve internal accounting controls and performance efficiencies.
- Ensure that all grants made by Federation comply with all appropriate policies, procedures, regulations, and legal requirements.
- Oversee reconciliation of Endowment Foundation investments.

2) Business Operations:

- Oversee payroll, purchasing, and all disbursement functions of Federation.
- Negotiate and implement employee benefits.
- Seek continuous improvement in the use of financial and human resources and reporting to improve the effectiveness and efficiency of the organization.

3) Other Divisions:

- Oversee the information and technology functions of Federation.
- Oversee the human resource functions of Federation.
- Manage Federation's physical facilities, including tenant relationships

4) Board and Committee Relations:

- Steward chairperson and members of the following committees: Finance (including any existing or potential Subcommittees) and Audit.
- Schedule meetings, create agendas, prepare and distribute all materials, record and draft minutes, and all other tasks associated with the smooth operation of the above referenced committees.
- Attend meetings of the Board of Trustees and other committees or groups as appropriate and requested by the CEO.
- Collaborate with CEO, senior management team, and chairpersons of all Committees.

Qualifications and Skills:

- Minimum 10 years of successful management and leadership experience in all aspects of accounting, finance, investment management, and risk management.
- CPA and/or MBA strongly preferred.
- Demonstrated track record in personnel management and evaluation, budgeting, financial reporting, strategic thinking, and decision making.
- Effective communicator, both verbal and written, with a wide range of stakeholders, including executive management, board members, and community leaders.
- Ability to clearly and effectively communicate technical and complex information to a non-technical audience.
- Strong interpersonal and leadership skills, with the ability to build and maintain relationships with staff, lay leaders, and community leaders.
- Capacity to multi-task and take on new projects seamlessly and graciously.
- Experience with oversight of endowment functions, including investment administration, preferred.
- Demonstrated understanding and strong personal commitment to the Jewish community and Federation mission preferred.
- Knowledge of local Jewish community a plus.

For more information and to apply:

Submit resume, in confidence, to jasons@jfnnj.org