

## **Jewish Federation of Greater Ann Arbor**

### **Finance Director**

#### **Job Description**

##### Summary

The Jewish Federation of Greater Ann Arbor is seeking a meticulous and focused leader to join its energetic team as **Finance Director**. This is a full-time position. Federation employees work in the offices at the Jewish Community Center of Greater Ann Arbor Monday, Tuesday & Thursday. Remote work is an option on Wednesdays and Fridays.

The Finance Director is a key member of the executive leadership team responsible for overseeing all financial aspects of the Jewish Federation and Jewish Community Foundation. This includes financial planning, management of financial risks, record-keeping, financial reporting, and ensuring compliance with nonprofit regulations. The Finance Director will work closely with the CEO, Board of Directors, and department heads to ensure financial sustainability and transparency in support of the organization's mission. The role requires strong accounting skills, enthusiasm, adaptability, excellent organizational abilities, comfort with new technologies, creativity, good humor and a goal-focused outlook.

The Jewish Federation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

##### Background

The mission of the Jewish Federation of Greater Ann Arbor is to provide and inspire philanthropic leadership and community-building to nurture a strong, engaged, connected, caring, vibrant and enduring Jewish community locally, in Israel and around the world. We accomplish our mission through three pillars: Philanthropy, Engagement, and Convening.

The most recent annual campaign raised \$1.6 million, and the community's endowment stands at just over \$12 million.

The greater Ann Arbor Jewish community has a population of more than 18,000 representing about 11,000 households. The community is strong and diverse with congregations representing a broad spectrum of Jewish communal life, a warm and educationally exceptional Jewish elementary school, a thriving Jewish Community Center, and a robust and compassionate Jewish Family Services.

##### Position Overview

Reporting to the CEO, and working closely with the Board of Directors and the Finance & Foundation Committees, the Finance Director manages all Federation and Foundation funds, and financial processes to maximize effective use of Federation resources in the overall operations and ensure compliance with all applicable federal, state and local regulations and requirements.

## Principal Duties and Responsibilities

### *Strategic Financial Leadership*

- Serve as an effective member of the management team, bringing expertise in assigned areas to bear on the overall management of Federation
- Serve as primary staff member of the Finance Committee and participate in the Foundation, Allocations, and HR Committees as needed
- Advise the CEO in related matters and work closely with the Treasurer of the Federation, Finance Committee, designated professional staff, and agency directors to ensure budgetary adherence, fiscal responsibility, and success of the Federation
- Develop long-term financial strategies to support the mission and growth of the organization

### *Financial Planning & Management*

- Plan, execute and evaluate Federation's fiscal functions and performance, including tax returns, periodic management and financial reports and year-end financial statements
- Manage the operations of accounting, payroll, budget and information technology, including instituting proper financial controls, planning for continual improvement of the efficiency and effectiveness of the department
- Manage HR benefits programs and new hire paperwork
- Develop, implement and enforce policies, procedures and systems to improve the overall operation and effectiveness of Federation's financial management
- Manage banking, investment management, auditor, outside payroll service, and insurance relationships
- Conduct regular reviews of insurance coverage and benefit programs to ensure full legal compliance
- Manage the budget preparation process in conjunction with the CEO and Finance Committee, monitor the budget and provide guidance to Federation staff in developing annual department and program budgets
- Supervise accounting support staff, when applicable

### *Financial Reporting & Compliance*

- Prepare for audit and review annual audited financial statements and Form 990 return as prepared by the external auditor
- Work with the development team to ensure policies and procedures related to all functions of the CRM (donor database) are well-coordinated with the financial functions to ensure accurate processing, collection, reporting, donor communications, and monthly and quarterly statements
- Interface with donors regarding account balances, payments and other finance-related customer service
- Work in conjunction with the CEO and Jewish Community Foundation of Pittsburgh to administer financial operations of the Foundation
- Assure compliance with all applicable laws and regulations.

### *Other*

- Perform other duties as assigned by the CEO
- Attend staff meetings, board meetings and community events as needed
- Promote the mission of Federation at all times through superior customer service to all and through the efficient use of and care for all resources

### Competencies and Skills

- Bachelor's Degree in Accounting or related field; Master's degree or CPA desirable
- Minimum five years of accounting experience, with experience in a non-profit setting
- High-level knowledge of and experience with managing budgeting, accounting, and non-profit, philanthropic financial processes
- High-level computer skills, including advanced use of spreadsheet, accounting and database software programs; experience with Quickbooks, fundraising CRMs, and Office 365 desirable
- Experience with new software implementation desirable
- Strong written and verbal communication and interpersonal skills
- Meticulous attention to detail, advanced creative and critical thinking, and excellent problem-solving skills
- Understanding of the business of Jewish communal organizations is desired
- Involvement in and/or knowledge of the Jewish community helpful
- Must have access to a car and provide proof of a current driver's license and registration
- Must be able to work occasional evenings and Sundays for meetings and events

Salary Range: \$75,000-\$90,000

**To apply, please submit cover letter and resume to [eileenfreed@jewishannarbor.org](mailto:eileenfreed@jewishannarbor.org).**