

The Jewish Community Center of Greater Washington is seeking an experienced Chief Financial Officer with 10+ years of experience to manage the finance and administration operations and related projects in a fast paced environment.

The JCCGW is a non-sectarian 501(c)(3) non-profit organization with an annual budget of approximately \$12 million and a staff of 300.

### **The Position**

The ideal candidate is a seasoned financial executive with leadership experience in a complex non-profit organization. As a key member of the Senior Management team, the CFO will report to the CEO and assume a strategic role in the overall management of the Center.

### **Key Responsibilities:**

Finance and Accounting –

- Direct and oversee all aspects of the Finance & Accounting functions of the organization.
- Provide strategic financial input and leadership to the staff and Board on decision making issues affecting the Center.
- Plan and oversee the annual financial, defined benefit and 403b audit processes. Work with staff and auditors to ensure the audit is completed in a timely manner. Review annual management letter and take appropriate action.
- Manage and monitor the Center's annual budget development process.
- Oversee the endowment, pension and other investments of the Center and manage investments in accord with the investment policies and direction established by the Board of Directors.

Administration and Business Operations –

- Enhance and/or develop, implement and enforce policies and procedures to improve overall operations and effectiveness of the organization. Ensuring legal compliance.
- Ensure appropriate risk management throughout the Center, including management of all insurance coverage.
- Directly supervise Human Resources, Information Technology, Database Systems and Facilities Operations.

Additionally, the CFO is expected to:

- Serve on Administration and Finance, Investment/Endowment and Audit Committees.
- Attend JCCGW community-wide evening and weekend events including, but not limited to Good Deeds Day, Israel Fest and other events as needed.
- Perform other duties, as assigned, by the CEO

### **Qualifications:**

- CPA strongly preferred. BA or BS in finance or accounting required, advanced degree desired.
- 10+ years of experience in a senior administrative and financial leadership role in a non-profit environment.
- Advanced knowledge of financial and accounting best practices.
- Demonstrated organizational and leadership skills with the ability to prioritize multiple and complex tasks, often with conflicting deadlines.
- Ability to effectively present information to senior management/Board of Directors and relate to people at all levels of an organization.
- Ability to understand, handle and appropriately communicate information about controversial and/or complex issues.
- Strong business and financial skills, good judgment and strong operational focus.

Salary is commensurate with experience. The JCCGW offers a benefits package that includes free membership to the fitness center, discounts for most class registration fees, health and

other insurance, paid time off, and observance of major national holidays as well as Jewish holidays.

**Application Process**

To apply, e-mail resume, cover letter and salary requirements to [jobs@jccgw.org](mailto:jobs@jccgw.org)

**The JCCGW is an Equal Opportunity and Affirmative Action Employer.**