



The Jewish Community Center is seeking a **Chief Financial Officer** to join our Executive Leadership team reporting directly to our President/CEO. The J has an overall budget of approximately \$21 million. We have two campuses featuring state of the art fitness centers, indoor and outdoor pools, gymnasiums, early childhood education centers, an adult day center, cultural arts programs, day camps, recreational sports, etc. which serve our more than 16,000 members as well as nonmember program participants. Our third campus on the Lake of the Ozarks houses our residential camp, Camp Sabra.

### **SUMMARY**

The CFO is responsible for directing the fiscal functions of the agency by building and managing a team of professionals accountable for accounting, finance, and information technology. The CFO is accountable for long-term financial planning, operational efficiency, sound internal controls and effective financial management of the agency. The CFO also provides strategic leadership for the organization by working with the Executive Management Team to establish long-range goals, strategies, plans and policies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance. Manage team responsible for financial reporting, investment accounting, accounts receivable, accounts payable, payroll, treasury functions and accounting for grants and donations.
- Manage team and vendors responsible for maintenance, security and integrity of the agency's information technology assets. Provide direction regarding annual technology budget, overall technology direction and business application strategy of the agency. Lead ad-hoc teams charged with implementing new applications or enhancements to existing systems.
- Evaluate finance and IT team structure and plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth opportunities.
- Assist Human Resource Department in areas having financial implications – e.g., salary administration, benefit programs, workers compensation.
- Establish, implement, and maintain risk management policies & procedures. Establish and maintain relationships with insurance carriers and ensure adequate coverage.
- Directs the preparation of all financial reports, including statements of operations, balance sheets, reports to funding agencies, tax returns and reports for departmental committees, the Executive Committee and the Board of Directors.

- Participate in the development of the agency's plans and programs as a strategic partner. Evaluate and advise on the impact of long range planning and the introduction of new programs and strategies.
- Provides timely and accurate performance measurement and analysis of budgets, financial reports and financial trends to assist the CEO/President and the Board and other senior management in performing their responsibilities.
- Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall efficiency and effectiveness of the agency.
- Establish credibility throughout the organization and with the Board as an effective developer of solutions to business and economic challenges.
- Continually improve budgeting and forecasting process through education of department managers on financial issues impacting their budgets.
- Provide strategic financial input and leadership on issues affecting the organization; e.g., membership packages and pricing, employee benefits, capital investments, etc.
- Manage and maintain all banking relationships for the J.
- Oversees a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Review, negotiate, and edit contracts in coordination with legal counsel. Advise professional staff on financial implications of any contracts into which the Agency may enter.
- Coordinate annual examinations performed by external auditors and oversee tax compliance function.
- Coordinates meetings and activities of the following lay committees: Budget/Finance/Investment, and Audit. Works with chairpersons and committee members to accomplish stated purpose of each committee, as delegated by the Board of Directors.
- Participate in Jewish Federations Investment Committee as a representative of the JCC and ensure that Investments inclusive of endowments, pensions and retirement are reviewed periodically.
- Other duties/projects as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Directly manages the following professionals:

- Controller
- Database Administrator

Responsibilities include recruitment, selection and development to achieve agency goals and objectives.

## **QUALIFICATIONS**

- BA/BS degree in related field is required.
- C.P.A. and/or Masters degree are desired.

- Experienced leader and financial executive with a minimum of 10 years of experience is desired.
- An energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image is required.
- A strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus.
- A well-organized and self-directed individual who is "politically savvy" and a team player.
- An intelligent and articulate individual who possesses excellent communication skills required for effective interaction with all levels of staff and lay leadership.
- A good educator who is trustworthy and willing to share information and serve as a mentor. An excellent negotiator who is experienced in contracts.
- A decisive individual who possesses a "big picture" perspective and is well versed in systems.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and its various committees.

To learn more about the J, please see our website [www.jccstl.org](http://www.jccstl.org) .

To apply, please submit your cover letter, resume and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org) . Please indicate the title of the position you are applying for in the subject line of your email. Our application is available for printing from the employment section of our website. Please note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.