



**JEWISH FAMILY & CHILD SERVICE:** founded in 1947, our mission is to Improve the quality of life and self-sufficiency of the Jewish and broader communities throughout the Portland metro area in accordance with Jewish Values. Please email cover letter & resume to [jrichards@jfcs.org](mailto:jrichards@jfcs.org)

## **JOB DESCRIPTION**

**Job Title:** Director of Finance & Business Development

**Program/Department:** Administration

**Supervisor:** Executive Director

**Status:** 1.0 FTE, Exempt

**Date Prepared/Revised:** March 8, 2021

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**Salary:** \$80,000 to \$100,000

**Purpose and Qualifications for Job:** This is a key management position charged with managing all financially related activities and systems of the agency. This includes providing strategic support and advice to management, the board, and other appropriate parties in financial matters, preparing and presenting useful financial reports, helping identify and analyze new business opportunities, and pursuing other projects assigned by management and the board. This position supports optimal business operations while sustaining the mission of JFCS.

### **Finance:**

- Assure that financial accounting and reporting procedures, and internal controls of the agency, including purchasing, accounts receivable, accounts payable, fee schedules, and the preparation of regulatory reports as well as the annual financial audit process, ERISA audits, and the preparation of monthly financial statements are performed in an accurate, professional and timely manner.
- Develop and maintain systems to ensure timely and accurate financial accounting records while assuring the agency complies with its policies and program requirements consistent with GAAP, OMB Uniform Guidance, and the specific requirements of contracts and funding agreements.
- Produce consistent and standardized periodic financial reports as needed
- Ensure that expenditures adhere to legal and budgetary and contractual requirements
- Liaise with external auditors and the finance committee of the Board of Directors
- Forecast cash flows and maintain cash management and working capital controls
- Generate and manage budgeting, financial forecasting, operating plans and modeling tools
- Maintain policies and controls and train staff on fiscal management of programs and grants, management of restricted funds, time limited contractual funds, and other practices as needed
- Provide accurate and timely financial recommendations to stakeholders, management team and Board of Directors for decision making purposes
- Oversee Risk Management practices at the agency, ensuring insurance coverages are adequate and current.
- Oversee the fiscal management of city, county, state, federal and private grants, and contracts including budgets, appropriate use of funds, analysis and reporting.

**Business Development:**

- Identify and produce key performance indicators that assist management and the board to understand and measure current and past trends in program revenues, costs of fundraising and marketing, the impact of programs and expenses, and other areas that support the viability and growth of the agency
- Partner with management to improve efficiency and effectiveness of financial processes, marketing programs, fundraising initiatives, new and existing programs, and outsourced back-office functions
- Develop financial models and analyses to support strategic initiatives

**Supervises:**

- This position supervises the Bookkeeper

**Education, Training, and Prior Work Experience Required for this Position:**

- MBA highly or Bachelor's Degree preferred, or equivalent education and professional experience in Accounting or Finance
- 7+ years of senior experience in Financial Planning and Analysis and business partnering with revenue generating organizations
- Background in grants management
- Strong leadership skills required
- Experience in nonprofit sector desirable
- Advanced Microsoft Office and PowerPoint skills
- Demonstrated ability to roll-up sleeves and work collaboratively in a hands-on capacity
- Knowledge of Customer Relationship Management software and reports such as DonorPerfect, SQL, and Welligent or equivalent preferred
- Knowledge of marketing tools highly preferred
- Experience reviewing investment portfolios desirable
- Highest standards of accuracy and precision; highly organized
- Articulate with excellent verbal and written communication skills
- Ability to think creatively, to be self-motivated, and to work independently and/or with teams
- Ability to construct complex, detailed models while producing summary-level information for executive review
- Excellent analytical and problem-solving skills with attention to detail

**Physical Requirements:**

- Work is primarily performed indoors, within an open office setting with a moderate noise level and occasional exposure to scents.
- This position may primarily work remotely with supervisor approval
- Frequently required to sit/stand at computer in a stationary position
- Frequently operates a computer and other office productivity equipment
- Frequently required to move about inside the office for meetings, to access information, office equipment, etc.