

CHIEF FINANCIAL OFFICER
JOB DESCRIPTION

CLASSIFICATION: Senior Management (Non-Union)	SALARY: \$150,000+ DOQ
DEPARTMENT: Finance	FLSA STATUS: Exempt
REPORTS TO: President & CEO	Application Deadline: Until filled

For over 45 years, Bet Tzedek has set the standard for innovation and excellence in poverty law. The agency seeks a mission-driven Chief Financial Officer who, as part of the senior leadership team, will work closely with agency staff and the Board of Directors to manage the agency's finances in an effort to maintain the agency in a fiscally sound position that allows it to continue to provide essential legal services to low-income individuals. To accomplish this goal, the CFO must work collaboratively and strategically with agency staff in macro-level financial planning that reflects the agency's priorities, while also frequently working with agency staff to make informed, data-driven decisions regarding expenditures. The CFO works in partnership with the CEO in these efforts and is supported by a finance and accounting team.

Essential Duties and Responsibilities:

- Develop, maintain, and monitor the agency's annual budget and key financial performance indicators;
- Work with Development and Legal Department staff to develop budgets for funding proposals;
- Coordinate with Development and Legal Department staff to ensure fiscal compliance with funder requirements, including preparation of periodic reports on project expenditures;
- Provide analysis and recommendations to inform program decisions, new initiatives, and the allocation of resources;
- Provide strategic input and leadership as a member of the senior leadership team to formulate and implement financial changes that reflect the organization's short and long-term objectives;
- Prepare, analyze, and present financial reports for internal and external stakeholders;
- Oversee agency accounting practices, including ensuring compliance with GAAP and nonprofit best practices, while also continuously working to enhance and modernize finance and accounting practices;
- Continuously develop, update, and manage internal controls and fraud prevention systems, policies, and procedures;
- Promote and maintain a culture of financial transparency, consistent communication, and meaningful collaboration with colleagues.
- Maintain and monitor investment, endowment, and risk management portfolios;
- Manage Finance and Accounting Department staff;
- Coordinate annual agency audit, as well as audits of individual programs. Steward open interaction with outside auditors and fiscal monitors;
- Attend Board of Directors meetings to report on financial planning and progress; guide, educate and inform board members regarding the agency's financial status and needs;
- Staff Board Budget and Investment and Audit Committees to assist in establishing and executing fiscal policies and strategies, and participate in Executive Committee meetings;
- Partner with CEO to perform additional duties as requested or assigned.

Competencies: To perform the job successfully, a candidate should demonstrate the following competencies:

- Strong background in finance, accounting, internal controls, financial planning and analysis, forecasting and reporting, case management, and audit and compliance standards;
- Ability to skillfully collect, synthesize, and analyze complex and diverse data sets;
- Identify and resolve problems in a creative and timely manner;
- Ability to give and receive constructive feedback, listen in an honest and responsive manner, and handle situations and conversations in a professional manner;
- Treats clients, volunteers and co-workers with respect, patience and compassion;
- Excellent oral and written communication skills, including actively listening and seeking clarification when needed, providing clear responses to questions, and writing clearly and informatively;
- Contribute to building a positive team spirit; proactively looking for and acting on opportunities to assist the finance team;
- Demonstrate accuracy and thoroughness with a strong attention to detail;
- Take initiative while simultaneously knowing when it is appropriate to ask for help when needed.

Qualifications

- Demonstrated commitment to Bet Tzedek’s mission to provide free legal services to those who need them most (required);
- Demonstrated commitment to applying principles of diversity, equity, and inclusion in performance of job duties (required);
- Minimum of 10 years’ experience in accounting or finance (required)
- Bachelor’s Degree from an accredited university (required);
- MBA (preferred);
- CPA certification (preferred);
- An experienced leader and financial executive with appropriate financial experience, preferably in the public interest arena (preferred).

HOW TO APPLY

Email letter of interest and resume to apply.70.F14@applynow.io (Subject: “CFO”)

Please note: To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.