

## CFO POSITION DESCRIPTION

**Position Title:** CFO

**Dept No:** 101000

**Department:** Business Office

**Personnel Code:** Professional Staff

**Status:** Exempt

**Supervisor:** CEO

### **Mission Statement:**

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

### **Vision Statement:**

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

### **Agency Expectations:**

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- **To welcome, thank and engage JCC members and guests on a daily basis.**
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

**Position Summary:** Financial planning and analysis as well as developing and monitoring agency budget.

### **Qualifications:**

1. **Knowledge and Education - Minimum Required or Preferred:** Undergraduate degree required; CPA highly recommended; Graduate degree preferred but not required.
2. **Experience - Minimum Required or Preferred:** 5+ years Public Accounting, Management Accounting or Finance; Nonprofit experience preferred but not required.
3. **Special Skills:** Computer proficient, especially in accounting software and Microsoft Excel; Communicate ideas in a clear & concise manner, both orally & in writing; Listen to, guide and negotiate with staff, lay persons & vendors.
4. **Technology:** Proficient in Microsoft Office 365 especially advanced Excel functions, CRM (Salesforce / NPSP / Traction Rec a plus), Accounting Software (MIP by Abila and Microix a plus), HRIS (Paycom a plus)

### **Duties and Responsibilities:**

- Develop, monitor and control agency operating budget.
- Supervise business office staff and IT Administrator.
- Liaison to Jewish Columbus in areas related to budget preparation. Coordinate with and assist staff in preparing budget reports to Jewish Columbus. Attend quarterly update meetings with Jewish

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Columbus and CEO, as appropriate.

- Record and monitor accounting entries for endowment funds held at Jewish Columbus.
- Prepare Jewish Columbus endowment funds reimbursement requests.
- Prepare and monitor cash flow projections and analysis, as needed.
- Financial analysis of agency programs, forecasting and budget planning, as needed.
- Liaison to audit firm; responsible for audit preparation and implementation between audit firm and JCC staff.
- Liaison to JCCA for Benchmarking Financial Analysis Tool.
- Staff support to Budget and Finance Committee, Audit Committee, Investment Committee and related sub-committees, where appropriate.
- Educate & support program departments in preparation of budgets and financial projections.
- Attend monthly Board and Executive Committee meetings and staff meetings; prepare financial reports, as needed, for meetings.
- Attend and participate in executive staff meetings and management staff meetings.
- Prepare accounting journal entries as needed. Review and approve journal entries prepared by other staff.
- Review and approve accounts payable entries in Microix and MIP.
- Review and approve 1099 preparation for paid vendors.
- Review, approve and bill Columbus Jewish Day School for New Albany building expense sharing, quarterly.
- Coordinate with Accounting Supervisor on analysis & reconciliation of general ledger accounts on a quarterly basis.
- Approve weekly Paycom entries of business office staff.
- Review and approve JCC payroll before each pay period submission.
- Collaborate with Salesforce Administrator on CRM for NPSP and Traction Rec.
- Monitor grant and donation entries into NPSP and export to accounting software for accuracy and GAAP and donor tax compliance.
- All other duties as assigned.

### **Acknowledgement:**

Employee Name Printed \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_