

Job Title: Director of Finance and Administration

Reports to: Executive Director

Organization Name: Jewish Federation of New Mexico

Location: Albuquerque, New Mexico

Organization Background

The Jewish Federation of New Mexico (JFNM) was formed in 1948 to support local beneficiary agencies and overseas needs. JFNM partners with Jewish organizations to meet the needs of Jews in New Mexico, Israel and worldwide through leadership, philanthropy, education and social action. JFNM is a part of the Jewish Federations of North America (JFNA), which works with local Federations across the U.S. and around the world.

For more information about JFNM visit www.jewishnewmexico.org.

Position

The Director of Finance and Administration reports directly to the Executive Director (ED) and is a hands-on and participative management position that leads and provides support in the following areas: finance, business planning and budgeting, human resources, administration and IT. The Director of Finance and Administration plays a critical role in partnering with the senior leadership team in strategic decision making and operations of JFNM.

Responsibilities

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly, and annual financial statements; provide reporting for donor segment analysis, and oversee all financial, project/program and grants accounting.
- Process payments, cash receipts, invoices, credit memos, journal entries, and perform bank reconciliation preparation. Review financial transactions and reconciliations performed by Admin and Accounting Specialist. Perform year end close on financial system.
- Process and ensure accuracy and compliance for IRS 1099 Form reporting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with ED; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.

- Implement a robust allocation contracts management and financial management/reporting system; ensure that the allocation payment schedule and agency reporting requirements are adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.

Human Resources, Technology and Administration

- Continue to develop JFNM's human resources and administration processes; enhancing professional development, compensation and benefits, performance evaluation, and training.
- Process bi-weekly payroll through third party vendor; review tax payments, process annual IRS W-2 & W-3 Form reporting and ensure compliance and accuracy.
- Work closely with third party vendors and consultants in regard to technology and payroll processing services and JFNM needs.
- Maintain and update financial accounting software and email address assignments as needed.
- Oversee administrative functions as well as facility needs to ensure efficient and consistent operations.

Required Qualifications

- Bachelor Degree in Business Administration, Accounting, or Finance.
- 5-7 years of professional experience that includes final responsibility for the quality and content of all financial data, reporting and audit coordination for either a non-profit organization or governmental entity. Previous oversight of the human resource function is preferred.
- Extensive working knowledge of QuickBooks financial software.
- Excellent writing/editing and verbal communication skills
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Self-starter with the ability to work independently
- A multi-tasker with the ability to wear many hats in a business environment.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.