



The Jewish Community Alliance (JCA) of Southern Maine seeks a **Chief Financial Officer (CFO)** to oversee the financial operations of all aspects of the JCA, which is a combined Jewish Federation, Jewish Community Center, and Jewish Family Services, and includes a preschool, a summer camp, a community foundation, and a refugee resettlement program.

What You'll Be Doing

The CFO is a strategic partner to the CEO and a key member of the senior leadership team. This role provides financial leadership across the organization, overseeing day-to-day financial operations and technology systems, and ensuring the organization's sustainability and growth. Reporting to the CEO, the CFO leads the Finance department and collaborates with senior leadership and the Board Finance Committee to ensure strong financial stability, transparency, and compliance with all applicable laws and regulations for our 50+ employee organization.

Specific responsibilities include:

Budgeting, Forecasting & Reporting

- direct the annual \$4.5 million budget process, working with each department and the CEO to balance programmatic needs with fiscal responsibility
- manage cash flow, including active monitoring of budget vs actuals and forecasting/cash flow projections to anticipate funding gaps or surpluses
- provide regular and timely financial reports to the leadership team, Finance Committee, and Board of Directors, including income statements, balance sheets, cash flow, and variance analysis
- establish and monitor key performance indicators (KPIs) for finances across departments
- restricted and unrestricted funds tracking, reporting to funders
- monitor investments and staff Investment Committee

Compliance & Risk Management

- enhance financial stability by implementing fiscal and operational controls and ensuring the integrity of financial records
- ensure strict compliance with federal and other granting agency guidelines, federal, state and local regulations, including tax laws and nonprofit reporting requirements, as well as private funding requirements

- coordinate timely and clean annual audit with minimal findings
- prepare and file tax and other regulatory reports
- identify financial, operational and compliance risks; propose mitigation strategies
- insurance and liability coverage oversight, ensuring adequate and current coverage
- review all contracts/agreements to ensure compliance with legal standards

Daily Operations

- oversee and manage accounts receivable, invoicing, and accounts payable throughout the organization
- ensure accurate record-keeping regarding all income and expenses, including federal and individual foundation grants
- oversee outsourced payroll process
- oversee outsourced HR firm regarding onboarding/offboarding of staff, benefits, unemployment and workman's comp, and other financial regulation
- updated and accessible Finance Policies and Procedures Manual

Organizational Leadership

- manage Finance team
- analyze overall financial picture and KPIs to support decision-making
- make strategic recommendations for improving fiscal outcomes for the organization
- collaborate with other departments to ensure coherent operations
- scenario modeling; financial impact analysis for new initiatives, funding changes, crises or capital planning
- cost allocation model, ensuring equitable distribution of overhead/administrative costs across departments and programs

Technology and System Management

- align the JCA's technology infrastructure with its mission and goals
- ensure efficient financial operations and data analysis
 - overseeing data security and compliance
 - managing relationships with IT vendors
 - ensuring staff have the training and support needed to use financial and administrative systems effectively

About You

- you bring a solid analytical mindset with an eye towards proactive problem-solving
- you thrive in a fast-paced, dynamic environment

- you have an entrepreneurial spirit, asking questions, trying new approaches and demonstrating an appetite for innovation and an openness to emerging practices
- you're a self-starter, highly motivated and organized, driven to succeed, reflective and open
- you know how to set appropriate boundaries and ask for help when needed

Specific Knowledge, Skills, Abilities & Characteristics

- strong attention to detail and a high level of accuracy
- high level of ethics and comfort in handling confidential financial information
- executive-level communication, collaboration and interpersonal skills with diverse stakeholders
- experience with:
 - review, submission and processing of federal grant and/or contract proposals, subawards, and subrecipient terms and conditions
 - federal and foundation grant reporting
 - Microsoft Office suite, in particular a high level of proficiency with Microsoft Excel
 - developing and implementing operational and strategic plans
 - interpreting complex financial data to inform high-level positions
 - leading and mentoring high-performing teams
- ability to:
 - manage and prioritize multiple projects simultaneously
 - collect, organize, analyze and disseminate significant amounts of information
 - think strategically and analytically
 - work collaboratively with diverse stakeholders, navigating complicated or stressful situations with diplomacy, tact, and equanimity

Education, Training and/or Experience

- bachelor's degree in accounting, finance or business management; CPA, MBA or other advanced degree preferred
- 5+ years of experience in finance, accounting, business operations, and/or grant/contract administration, preferably in a non-profit environment
- proficiency with advanced online accounting systems (Netsuite/Oracle, Blackbaud, etc.)

Preferred Knowledge, Skills, Abilities & Characteristics

- experience working in Jewish communal organizations

- background in endowment management
- familiarity with social services, early childhood education or refugee resettlement

What We Provide:

- you get to work with highly qualified, creative, collaborative and go-getter teammates and a dedicated supervisor
- competitive salary (range: \$100,000-\$115,000, depending on experience) and benefits including health, vision, dental and matched retirement plan
- flexible hybrid work schedule with generous time off
- positive work environment
- significant support and professional development for employees, including ongoing coaching and mentorship, trainings, research and best practices on relational based engagement, and access to a vast network of Jewish educators and professionals

JCA Mission Statement:

Rooted in Jewish values, history, and our connection to Israel, the JCA cultivates and sustains a welcoming and thriving Jewish community in Maine, and strives to build a better world for all.

More about the JCA and Portland:

The Jewish Community Alliance of Southern Maine (JCA), a combined agency of Jewish Federation, Jewish Community Center and Jewish Family Services, is the vibrant hub of Jewish programming in Portland and Southern Maine. The JCA offers that rare opportunity to tap your skills, talents, and experience to benefit a greater good while you grow professionally. You will work in a dynamic environment, with a diverse group of individuals who share your commitment and enthusiasm. Together, you will make a difference for Jews and non-Jews in Maine and worldwide. We offer competitive salaries, comprehensive benefits and a collegial, family-friendly work and team environment.

Portland has been nationally recognized as one of the best places to live by US News and World Report. Beautifully situated on a peninsula in Casco Bay on the Gulf of Maine, Portland is a progressive community which is rich in diversity. Portland is Maine's economic capital with Maine's largest port, major banking centers and state-of-the-art healthcare facilities. While it is the largest city in Maine with a metropolitan population of 570,000, Portland retains its small-town feel.

Just a two-hour drive from Boston's Logan Airport, Portland readily connects to the rest of the world.

To Apply:

Please submit your cover letter and resume to: Sarah Allenby, Board Chair, Jewish Community Alliance of Southern Maine (boardchair@mainejewish.org). Review of applications will commence immediately and will continue until the position is filled.

The JCA is a dynamic organization that recognizes and supports individuals from a broad range of experiences and backgrounds. We are proud to be an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation. Upon request, reasonable accommodations in the application process will be provided to individuals with disabilities.

The JCA conducts background checks as part of the hiring process.