

# Sidney Albert Albany Jewish Community Center

## Director of Finance

The Sidney Albert Albany Jewish Community Center provides a nurturing environment where individuals and families can grow and develop in mind, body and spirit. We serve the spectrum of family life, from infants through seniors, through programs related to education, physical fitness, and communal life. Our core values are rooted in Jewish principles, and we welcome members of the community at large, regardless of their faith or background.

Sidney Albert Albany Jewish Community Center is seeking to hire a Director of Finance to join our leadership team and serve as an integral part of agency-wide strategic planning. This position is responsible for the direction and oversight of all financial activities and contributes to the overall success of the organization by effectively managing all financial tasks.

### **Essential Responsibilities**

#### *Financial accounting and reporting*

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax, Employer Health Tax
- Prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and the external auditors as necessary
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Reconcile bank and investment accounts
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Prepare annual charitable return in a timely manner as appropriate
- Liaise with the Treasurer, Finance Committee and/or Audit Committee as appropriate
- Assist the Executive Director and the Board Treasurer with financial reporting as required at Board meeting and the Annual General Meetings
- Work with Executive Director and Treasurer on forecasting position of agency and help determine appropriate strategy moving forward.

### *Budget preparation*

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Executive Director and Treasurer and/or Finance Committee
- Assist Program Directors and Project Managers with the preparation of budgets for funding applications

### *Project management accounting*

- Maintain financial records for each project in a manner that facilitates management reports
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders
- Provide accurate and timely reporting on the financial activity of individual projects

### *Information technology*

- Evaluate the need for new technology to meet the organization's financial data processing, control, and reporting requirements
- Advise on appropriate technology that meets the organization's information requirements and financial resources

### *Risk management*

- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized
- Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors
- Maximize income where possible and appropriate
- Negotiate with Bank for lines of credit or other financial services as required and appropriate

### *Office administration*

- Oversee the management of all leases, contracts and other financial commitments
- Monitor all legislation relevant to the organization (employment standards, occupation health and safety, human rights, etc.) and all regulations on professional certification to ensure that the organization is compliant

## **Qualifications and Skills**

- BA/BS in Accounting, Finance or Business Administration, or the equivalent progressively responsible experience required. Graduate Degree in Accounting or Business preferred. CPA preferred.
- Five or more years of accounting department management, preferably in a not-for-profit environment
- Excellent Project Management and Organizational Skills
- Personnel Management experience
- Knowledge of Microsoft Word, Microsoft Excel, Powerpoint and Microsoft Outlook essential
- Experience with QuickBooks or other related software necessary.
- Excellent interpersonal, verbal, written and presentation skills are a must
- Strong analytical, budget preparation & management skills
- Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.

Personal maturity and effective communication skills are important attributes in this position. Must be able to handle novel, diverse and ambiguous work problems on a daily basis. Must be able to deal with stakeholder needs, concerns and complaints in a professional and controlled manner. Must be able to make effective decisions under pressure. Ability to analyze information, formulate work plans and achieve goals. Must be able to work with deadlines and handle multiple priorities. May require some irregular hours, including weekends, evenings, and/or holidays. May require traveling to and participating in events outside of the Center.

### **Physical Demands**

Position requires minimal physical effort, but may require prolonged sitting at a computer, and some occasional light lifting (up to 30 lbs.). It requires normal range of hearing and vision to perform communications duties.

### **How to Apply**

Resumes can be mailed/dropped off to:  
Sidney Albert Jewish Community Center  
340 Whitehall Road  
Albany, NY 12208  
Attn: Martina Hull, HR Director  
Email: [martinah@albanyjcc.org](mailto:martinah@albanyjcc.org)

*We are an Affirmative Action and Equal Opportunity Employer. We consider all qualified candidates regardless of minority, veteran, disability, sexual orientation, gender, gender identity or any other status protected by law.*