Jewish Federation of Greater Naples

DIRECTOR OF FINANCE

(Full-Time/Part-Time)

DEPARTMENT: Finance

JOB DESCRIPTION:

The Director of Finance is the top finance position within the Jewish Federation of Greater Naples, holding full responsibility for all financial operations, processes, and information sharing across the organization. Serving as the senior financial professional of the Federation, the Director of Finance provides strategic financial leadership and ensures the fiscal integrity of all operations in accordance with GAAP standards and nonprofit regulatory requirements. This position oversees all accounting, budgeting, financial planning and reporting, internal controls, audit processes, human resources, and information systems, while also serving as a key member of the senior executive team.

The Director of Finance works closely with the President & CEO, senior leadership, Board of Directors, and key committees (Finance & Audit, Investment, Allocations, plus others) to ensure that the Federation remains fiscally responsible, in full compliance with all legal and regulatory requirements, and aligned with its overall mission. This role requires a highly detail-oriented, self-starting financial professional with exceptional communication skills and the ability to present complex financial information clearly to both staff and lay leadership.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Financial Management

- Manage and oversee all accounts, ledgers, and reporting systems ensuring compliance with GAAP standards, regulatory requirements, and rules for nonprofits.
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures; maintain a strong internal control environment.
- Oversee general ledger and budget management functions, including preparation and management of the annual organizational budget, including supporting the development of department budgets.
- Prepare monthly and annual financial statements including variance analysis explanations and cash flow analysis for review by the CEO, Treasurer, and relevant volunteer leaders such as the Finance & Audit Committee.
- Direct the annual audit and 990 processes, serving as the principal liaison to external auditors; managing all audit committee responsibilities.
- Oversee all accounts payable, accounts receivable, cash management, and agency-wide billing and receivables including monthly and annual account reconciliations.
- Identify opportunities for cost savings and implement strategies to improve financial efficiency across the organization.
- Effectively communicate and present critical financial matters to the Board of Directors, CEO, and senior leadership.
- Ensure ongoing reconciliation of financials between finance and development departments.

Board & Committee Responsibilities

- Prepare briefings, reports, and agendas for Board and relevant committee meetings as necessary.
- Provide financial information and insight to the CEO, and Treasurer on the financial operations of the Federation.
- Prepare the Treasurer to present monthly and year-end financial reports to the Board.
- Attend and support the Finance & Audit Committee and Investment Committee; maintain minutes of all meetings.
- Guide the Finance & Audit Committee through the annual budget process in partnership with the Treasurer.
- Oversee all contracts, leases if/when applicable, and other financial commitments of the organization.

Human Resources & Administration

- Oversee all human resource functions of the agency, including benefits administration, payroll administration and monitoring, and personnel practices.
- Process new hire documentation and ensure the proper orientation and training of new personnel; maintain personnel records and leave reports.
- Advise on appropriate technology that meets the organization's information and financial requirements; maintain and enforce procedures around technology and telecommunications.
- Liaise between the Federation and outside IT consultants in areas of systems design, modifications, or troubleshooting.
- Oversee and review all agency rental agreements and contracts with outside vendors and contractors.

Supervision

- Oversee all accounting/bookkeeping staff, including hiring, training, and ongoing supervision.
- Provide department heads with the financial information and tools necessary to manage the financial aspects of their respective departments.
- Serve as a member of the senior management team, providing input and leadership to help guide the overall operations and direction of the Federation.

QUALIFICATIONS:

The ideal candidate will demonstrate a passion for the mission of the Jewish Federation of Greater Naples and will possess:

- Minimum Bachelor's degree in Accounting or Finance; CPA preferred.
- Five or more years of relevant experience in finance or accounting, including managerial experience; nonprofit accounting experience highly preferred.
- Knowledge of finance, accounting, budgeting, cost control principles, internal controls, cash management, and Generally Accepted Accounting Principles (GAAP).
- Experience in grants management, budgeting, and financial reporting.
- Advanced proficiency in Microsoft Office Suite, particularly Excel.
- Experience with QuickBooks required; familiarity with DonorPerfect or similar donor database software preferred.
- Knowledge of basic compliance requirements and best practices in human resource management.
- Self-starter with the ability to multitask while remaining highly detail-oriented.
- Knowledge of the Jewish Federation and the local Jewish community preferred.
- Ability to work flexible hours as needed.

Core Competencies:

- Strive for Quality: Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, and monitors their own work to ensure quality.
- Be Adaptable: Adapts to changes in the work environment and manages competing demands with proper alignment of expectations from leadership.
- Lead with Integrity: Handles confidential financial and personnel information with the highest degree of discretion and professional judgment.
- Communicate Effectively: Translates complex financial information clearly and accessibly for both finance and non-finance audiences, including board and lay leadership

SALARY:

Negotiable based on experience

ABOUT THE JEWISH FEDERATION OF GREATER NAPLES

The Jewish Federation of Greater Naples, home to the Nina Iser Jewish Cultural Center, is a place where guests feel welcome the moment they walk in. Our team of about 15 full- and part-time colleagues brings a wide range of backgrounds, perspectives, and talents, and we are united by a commitment to service. We work in partnership with engaged lay leaders who value our professionalism, and our leadership team is open, collaborative, and hands-on. If you want your work to make a visible difference for the people we serve, we'd love to meet you.

To Apply: Please submit a resume and cover letter to *Nammie Ichilov, President & CEO, ceo@jewishnaples.org*

The Jewish Federation of Greater Naples is an EEOC/AA Employer and does not discriminate on the basis of any protected class. We encourage individuals of all backgrounds and faiths to apply for any position for which they feel qualified.

The above job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.