

## Director of Finance

### ABOUT THE JCC EAST BAY

The JCC East Bay (JCCEB) values *hachnasat orchim* (providing a welcoming home) for people of all ages and life stages. Inspired by Jewish values, culture, and tradition, we build relationships, foster learning, and offer accessible pathways to Jewish life through programs for children, teens, families, adults, and older adults. After decades of operating our suite of programs in North Berkeley, we will be opening a new home for East Bay Jewish life in the summer of 2026 in Oakland. Our new campus will offer programs and activities to spark creativity, nurture identity, and weave together diverse generations, cultures, and organizations—including voices from across global Jewry—into a living tapestry of culture, learning, and *kehilla* (community) connections. Our future flagship campus in the Rockridge neighborhood will house our administrative offices and our award-winning preschool opening in the fall of 2026, and we will retain afterschool programs in Berkeley and in several Oakland public schools.

### POSITION SUMMARY

The Director of Finance serves as the organization's senior accounting and operations leader, reporting to the Chief Business Officer (CBO). This role is responsible for the integrity, accuracy and compliance of all financial activities of the Jewish Community Center of the East Bay and its affiliated entity, the East Bay Jewish Community Campus, LLC. The Director of Finance partners closely with leadership to support sound financial stewardship, operational decision-making, and nonprofit fiduciary responsibilities. This position requires strong technical accounting expertise, sound judgment, collaborative leadership, and the ability to manage complex, multi-entity financial operations in a nonprofit environment.

### KEY RESPONSIBILITIES

#### Accounting and Finance

- Develop and implement processes, policies, and internal controls to define operational standards and ensure accurate, timely, and GAAP compliant financial operations, for both JCC and LLC.
- Direct monthly, quarterly, and annual accounting close processes, schedules, including reconciliations, journal entries, and reporting.
- Prepare internal and external financial statements and management reports.
- Oversee cash management activities, including deposits, disbursements, lines of credit, debt management, accounts payable, accounts receivable, bank deposits, and monthly reconciliations.
- Manage staff accountant who handles day-to-day accounts payable operations including vendor invoices, bill pay, ACH approvals, and annual 1099 issuance.
- Manage staff accountant who handles accounts receivable, including UltraCamp A/R.
- Review monthly financials prepared by the property manager, responsible for rents and campus related contracts.
- Maintain secure operation of QuickBooks and Paycom.

- Serve as primary liaison with banking partners.
- Oversee UltraCamp subledger and donor/grant tracking.
- Process and track contributions and grants in collaboration with the Development Department; reconcile donation system records.
- Prepare annual budgets, forecasts, and variance reports for board and staff, with oversight from CBO.
- Determine finance team staffing structure, train and supervise accounting staff.
- Evaluate accounting processes and systems and implement optimizations.

#### Accounting and Finance related to the LLC Entity

- Oversee the transition and integration of real estate LLC entity accounting records and processes from third-party management company to JCC's finance team.
- Review and standardize the LLC's chart of accounts and financial reporting structure to align with JCC's accounting framework.
- Reconcile opening balances and historical transactions as part of the transition process, ensuring completeness and accuracy of all LLC financial data.
- Implement and maintain robust internal controls and segregation of duties for all LLC financial activities
- Develop and maintain comprehensive documentation and process manuals for LLC accounting operations.
- Serve as the primary point of contact for LLC financial matters, ensuring clear communication with the property manager, board, and other stakeholders

#### Audit, Taxes & Insurance

- Lead annual audit preparation and Form 990 filing.
- Serve as primary staff liaison to the Board Audit Committee.
- Manage Worker's Compensation audits.
- File required tax returns and maintain business licenses.

#### Payroll & Benefits

- Monitor payroll-related financial data to ensure completeness, accuracy, and timely reporting.
- Record payroll-related journal entries and ensure proper general ledger classification.
- Reconcile payroll liabilities and benefit accounts, including FSA/HRA transactions.
- Prepare W-2s, 1099s, and 1095s.
- File payroll taxes and related reports.

#### General

- Work collaboratively in a fast-paced environment.
- Commitment to the mission of the JCC East Bay and knowledge of or commitment to learning about the Jewish community, values, and traditions.
- Support organizational events as needed.
- Other duties and responsibilities as assigned.

## **REQUIRED MINIMUM QUALIFICATIONS**

### Education & Experience

- 10+ years of accounting experience, including senior-level nonprofit or educational institution accounting.
- 3-5 years experience in a Controller, Finance Director, or similar leadership role.
- Bachelor's degree in Accounting or Finance.
- CPA preferred.
- 3+ years prior supervisory experience required.
- Non-profit accounting experience required, including:
  - Nonprofit financial reporting and creating organizational budgets.
  - Reviewing, analyzing, and understanding financial statements.
  - Restricted fund accounting and temporarily restricted net assets (TRNA), including restriction and release.
  - Ability to interpret and apply grant award letters.
  - Demonstrated experience managing annual audits.

### Skills & Competencies

- Strong GAAP expertise, and analytical and problem-solving skills. Capable of resolving escalated issues arising from operations and requiring coordination with other departments.
- Strong communication and organizational skills.
- Advanced Google Suite, Excel, and QuickBooks Desktop Enterprise expertise.
- Ability to manage multiple priorities.
- High level of integrity, accountability, and discretion.
- Ability to lift up to 40 lbs.

### **Compensation & Benefits**

Salary range: \$135K-\$150K per year

Excellent benefits including fully funded medical and dental options, also including a 403b retirement option, vision, vacation, sick pay, and holidays (including Jewish).

*The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.*

*Systemic inequities in hiring have caused women, people of color, LGBTQ+ folks, and others to apply to jobs only if they meet all of the qualifications. The JCC East Bay encourages you to apply anyway, as no one ever meets 100% of the qualifications. We look forward to your application.*