



Director of Finance and Administration

Location: Remote, US Based

Description: Full time (5 days a week) OR 80% time (4 days a week)

Start Date: Spring/Summer 2024 (dates flexible)

Salary: \$110,000-\$120,000 for full time or \$88,000-\$96,000 for 80% role

Avodah Overview

Avodah believes that Jewish leaders have the power to help change our country for the better. Since 1998 Avodah has built a vast network of Jewish leaders who have come through our programs and now lead communities across the country, created a robust educational curriculum with which we have reached tens of thousands in the broader community, and developed an unparalleled analysis of social justice issues through a Jewish lens.

We train and support emerging and current leaders with the tools, knowledge, and networks they need to contribute their skills and passion to advancing social justice across the country and deepen the fabric of our diverse Jewish communities. Avodah's [Jewish Service Corps](#), [Justice Fellowship](#), [Alumni Network](#), and [Institute for Social Change](#) have sparked thousands of Jewish leaders to do justice work, added millions of dollars in critical capacity to anti-poverty organizations, and helped strengthen Jewish life in the United States.

Position Overview

We are open to hiring this role as either a full time or an 80% time position. In your cover letter, please share which version you would be interested in. Administrative responsibilities would be down for an 80% time role.

Avodah's Director of Finance and Administration stewards the financial health and strategy of the organization. They are responsible for the financial, investment, and risk management operations at Avodah. The Director of Finance and Administration will develop, drive and embed an effective and innovative financial strategy with control systems, processes and metrics that allow the organization to operate, govern, and grow in sustainable ways. They will play a critical leadership role in ensuring and maintaining strong administrative processes to support our work. As a member of Avodah's Senior Staff, the Director of Finance and Administration reports to Avodah's Chief Executive Officer (CEO) and works directly with the Finance Committee of the Board. The Director of Finance and Administration

supervises Avodah's Staff Accountant and Finance Associate. At present, Avodah is a mid-size organization with a budget that ranges between \$4-\$5M.

Specific responsibilities include:

Finance:

Strategic & Financial Planning:

- Serve as a Senior Staff member and strategic partner to Avodah's CEO with regard to all finance-related matters;
- Partner with and support the CEO, Senior Staff, the Board Treasurer and the Finance Committee in formulating current and future financial strategies, and long term financial forecasting to strengthen and evolve the organization;
- Work on a monthly basis with the board Treasurer to oversee and communicate with the Finance Committee, work on strategy, including planning and facilitating meetings of the Finance Committee and/or finance-related board meeting sessions; and
- Develop and communicate regular financial forecasts to the CEO, and identify organizational financial trends and recommend adjustments to organizational work based on financial forecasts and cash flow.

Financial Management & Oversight

- Oversee all fiscal and fiduciary responsibilities for the organization, in collaboration with the Board of Directors and relevant Board committees focused on finance, audit, investment, facilities leases and vendors;
- Ensure that CEO and Board leaders, including the Finance and Executive Committees, have consistent access to accurate, timely and critical financial information;
- Lead Avodah's Finance department, including setting departmental goals, convening regular team meetings, supervising the Staff Accountant and Finance Associate, and ensuring the timely completion of all departmental responsibilities;
- Lead annual budgeting process and collaborate with Operations staff and budget managers on fiscal year planning;
- Oversee the annual audit process including scheduling the audit, preparing all documents requested and responding to all questions asked by the auditors, preparing additional schedules as needed, drafting audited financial statements and presenting the audit results to the board Finance Committee and full board;
- Execute the monthly financial closing processes, including completing bank, investment and other reconciliations, preparing and posting journal entries, addressing grant and restricted fund accounting, completing financial forecasting and planning/managing cash flow;
- Prepare budgets to support grant requests and progress reports, and track all grant revenue;
- Lead annual year-end tax compliance work, including W2/W3 and 1099/1096 reconciliation and disbursement;
- Develop or update financial policies, procedures and internal controls, as needed; and
- Provide oversight and approval of:
 - Accounts payable work, by reviewing and approving outgoing payments and related coding;

- Accounts receivable work and deposits, by reviewing grant coding and restricted vs. unrestricted funds designations on a monthly basis and ensuring the timely collection of outstanding invoices; and
- Payroll administration, by reviewing and authorizing payroll submissions, journalizing payroll into Avodah's accounting software, addressing tax-related questions, and preparing 403b and benefits calculations and submissions.

Administration:

- Create strategies and processes to manage organizational compliance, including:
 - Ensure that Avodah is registered in all appropriate states and localities for fundraising and employment purposes;
 - Ensure compliance with all applicable laws and regulations, taking into account the many different jurisdictions in which the organization operates;
- Create strategies and processes to managing organizational risk, including:
 - Manage vendors and contracts for organizational business insurance (e.g., Workers Comp, Liability, etc.);
 - Create and execute policies and procedures to ensure efficient negotiation, execution and monitoring of contracts and procurement ensuring timeliness and effective risk management;
 - As needed, consult with outside counsel on legal and risk related matters; and
 - Collaborate with the Director of People and Culture on legal and labor-management matters related to Avodah's Staff Union; and
- Other duties as assigned.

About you:

We are looking for candidates who have at least 7 years of relevant experience, as well the skills and competencies listed below. We know that systemic inequities in hiring have caused people from historically marginalized groups to only apply to jobs if they meet 100% of the qualifications. We encourage you to break this statistic and apply, as no one ever meets 100% of the qualifications. We look forward to your application.

- **You are a strategic and analytical thinker** with an ability to leverage financial information to drive organizational decision making;
- **You have deep knowledge of and experience in nonprofit finance, financial procedures and processes, including:** accounts payable, accounts receivable, GAAP, budgeting, forecasting, cash management, adjusting journal entries, and audits;
- **You have experience in and an understanding of nonprofit administration** including working with a board and risk management;
- **You are a skilled manager and coach** who inspires and motivates others to take action and meet their goals. You delegate skillfully and support your staff in decision-making;
- **You develop a feedback-rich culture for your team.** You help push others to their growing edges, see mistakes as learning opportunities, receive feedback as a gift, and acknowledge your own areas of growth;

- **You are accountable for your own work and the work of your team** and create and maintain systems to track progress and report results. You juggle competing demands, prioritize with ease and are efficient with your time. You are comfortable with deadlines;
- **You are a flexible thinker and an entrepreneurial and resourceful problem solver** who consistently overcomes challenges and leverages resources to creatively solve issues. You proactively ask for help, anticipate problems, and course-correct where needed;
- **You are a collaborative team-player** who can work with staff across the country; and
- **You are committed to social justice and anti-oppression work.**

This position is not included in Avodah's staff union-represented collective bargaining unit.

What we offer:

- **Healthcare:** 100% employer paid medical, dental, and disability insurance
- **Time off:** Vacation days (starting at 15 per year for full-time staff) and sick time (12 per year for full-time staff), plus paid time off for Jewish and secular holidays
- **Generous paid parental leave policy**
- **Flexible spending account options**
- **Retirement savings plan** with an employer contribution after 90 days of employment, when funding permits
- **A flexible work schedule**
- **Professional development funds** and opportunities to learn and grow
- **A strong organizational culture** and supportive team with employee well-being prioritized, and significant flexibility
- **Commitment to creating a diverse and inclusive workplace** that enables everyone to bring their full selves to work and make a positive impact on the world
- **Being part of a passionate team** of people who are devoted to Avodah's mission

Accessibility Information:

The interview process will be conducted entirely remotely via phone and video conferencing. The applicant may be asked to complete a compensated skills assessment as well, which will be done via video conferencing.

Avodah is committed to the full inclusion of all qualified individuals. As part of this commitment, Avodah will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact jobs@avodah.net.

To Apply:

Please click [this link](#) to apply. Due to the anticipated volume of applications, we are only able to respond to those applicants granted an interview. Applications will be accepted until a hire is made and interviews will be set up on a rolling basis. Please direct any questions to jobs@avodah.net.

Creating a more just world is a core part of our mission, and Avodah is working to continually strengthen our efforts towards equity and inclusion in the workplace. We strive to build a diverse team that brings with them a variety of identities, backgrounds, perspectives, and skills.

Sephardic and Mizrahi Jews, people of color, women, people with disabilities, immigrants, LGBTQIA people, and people who come from poor or working-class backgrounds are strongly encouraged to apply. Avodah is an equal opportunity employer.