



3201 S. Tamarac Drive  
Denver, CO 80231  
303.597.5000  
jewishfamilyservice.org

## **Chief Financial Officer (CFO)**

### **Description**

#### **Position Summary:**

This high-level strategic leadership position is responsible for the oversight and management of all financial operations. As a key member of the Senior Leadership Team, works directly with the CEO on all strategic and tactical matters as they relate to long-term organizational planning, budget and cash flow management, cost-benefit analysis, and forecasting needs. Responsible for the development of standard accounting, analysis, and reporting procedures, and the exercise of overall financial control. Must be well versed in all aspects of financial management ranging from accounting to broad investment and banking operations. Oversees the Agency's revenues and profits to achieve financial control and sustainable growth.

**Salary Range:** \$125,000 - \$170,000 - \$210,000 per year

### **Responsibilities:**

- Working directly with & overseeing the success and daily operations of the accounting team.
- Responsible for fiscal analysis, strategic financial planning, budgeting, and forecasting activities, as well as overseeing investing and financing.
- Formulates and recommends policies on banking, receipt, and disbursement of funds, extension of credit, and fiscal and accounting matters. Oversees cash management and investments. Coordinates investment activities with the committee and external investment advisor; monitors investments held by foundations.
- Responsible for ensuring that all financial plans/policies are current, and the Agency remains in compliance with those policies.
- In conjunction with the Chief Strategy Officer (CSO), ensures that risk management plans/policies are current and coordinates the purchase of commercial insurance.
- Oversees all operating and capital budgeting processes in conjunction with the Director of Accounting as well as financial planning, reporting, and forecasting. Partner with program staff to understand, utilize, and adjust budgets as needed, and manage costs to achieve the Agency's financial goals.
- With the CEO and Chief Advancement Officer, plans organizational fundraising revenue goals.
- Creates and monitors program services for long-range financial plans such as modeling for potential /expanded programs or other initiatives. Prepares financial analysis and cost-benefit analysis to assist program directors in long-range planning.
- Anticipates future financial and organizational issues and addresses them with the CEO and Executive Management team. Ensures that comprehensive systems are in place for monitoring and growing the financial resources of the Agency.
- Reviews and makes recommendations on proposals, RFP's, and financial statements.
- Acts as a liaison to the Board of Directors and Board committees including Budget and Finance, Audit, and Investment committees. Prepares committee agendas and provides relevant

synthesized information in a timely manner. Fosters good relationships with Board Chair, Treasurer, and other Board committee members.

- Leads annual audit preparations and manages ongoing relationships with auditors to ensure compliance with all regulatory and GAAP requirements. Oversees the preparation of the audited financial statements, footnotes, and information for the Form 990 preparation. Coordinates the selection of the external audit firm.
- Files all reports necessary to comply with laws and regulations for reporting and audits of recipients of public funds.
- Oversees the medical billing team including the production of revenue cycle management reporting and the integration of billing information from the Electronic Health Record system into the financial system.
- Oversight of financial policies and procedures including internal controls.
- Provide review and analysis of revenue-producing and vendor contracts.
- Serves as primary signer for all accounts payable batches; coordinates all secondary signer coverage for accounts payable in coordination with the Director of Accounting and the Accounting Manager.
- Other duties as assigned.

**COVID-19 considerations:**

Must be fully vaccinated for COVID-19 (proof required), subject to legally required exemptions.

**Agency Overview:** JFS is a nonprofit human services organization founded over 150 years ago that serves anyone in need, regardless of their circumstances or religious beliefs. With over 30 programs and services offered, including food security, housing stability, mental health counseling, aging care, employment support, and disability services, JFS takes a holistic approach to assessing the various needs of individuals or families and providing the appropriate services all within one organization. We continuously evaluate the evolving challenges of our community and adapt or develop programs to respond to the needs of the community.

We are actively seeking talented and skilled individuals regardless of creed, race, or religion. We are looking for the person with the right qualifications regardless of background or upbringing. We are a family-oriented organization that is committed to building a multifaceted and diverse workforce. We embrace an organizational culture that prioritizes well-being and highlights the unique contributions of each team member.

Our employees enjoy competitive pay and benefits, including medical, dental, vision, health savings accounts, flexible spending accounts, agency paid Life and Long-Term Disability, Legal/ID Theft, supplemental insurances, extended illness days, 401(k), 15 paid holidays, and a very generous leave program.

JFS is an Equal Opportunity Employer. The Agency does not discriminate based on race, color, religion, national origin, sex (including gender identity), political affiliation, sexual orientation, marital status, age, disability, genetic information, membership in an employee organization, parental status, military status,

or any other status protected by law or regulation. We intend that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

## **Requirements**

### **A. Education:**

- Bachelor's Degree in Accounting or Finance; CPA, strongly preferred.

### **B. Experience:**

- Requires 10+ years of senior-level management experience in accounting/finance preferably including strategy for a large non-profit or LLC.
- Progressively responsible hands-on accounting and financial analysis/planning experience is required.
- Proven success in selecting and managing outside vendors, leading budgeting efforts, and managing complex audits.
- Experience in developing and implementing policies and procedures to ensure the proper accounting, and strategic use, of an organization's funds.
- Applied experience with accounting and financial management software.

### **C. Other:**

- Prior experience working with a Board of Directors.
- Knowledge of healthcare billing including Colorado Regional Accountability Entity (RAE), Medicare, and private insurance contracts, is important.
- Experience with large federal non-profit grants and contracts is required.
- Excellent written, oral presentation, and interpersonal skills.
- Ability to evaluate systems for efficiency and implement improvements.
- Extensive knowledge of computer applications, including accounting software & Microsoft Office with advanced skills in Excel.
- Ability to analyze complex financial data, propose viable solutions, and design necessary systems in collaboration with the accounting team
- Ability to explain financial terms in simple language.