



## **Chief Finance and Administration Officer**

### **Jewish Vocational Service**

*Kansas City, Missouri*

### **About Jewish Vocational Service—Kansas City**

**Jewish Vocational Service (JVS)** was established in 1949 to help Holocaust survivors, refugees and those returning from WWII. Since that time, JVS has invested in individuals and families, helping them build better lives in the United States. JVS is one of the major refugee resettlement organizations in the Kansas City metropolitan area. Rooted in their core value that all people have intrinsic worth and dignity, JVS engages, encourages and empowers people to achieve social, cultural and economic integration in our community through the organization's programs in workforce development, community integration and health and wellness. In 2022, JVS will serve thousands of people and welcome almost 500 refugees to the Kansas City area. With a budget of \$8 million and a staff of 75, JVS has experienced significant growth recently and looks to continue that expansion to meet growing needs going forward. For more information about JVS, visit <https://jvskc.org/>.

Poised for this demand for services and future growth of the organization, JVS seeks a highly qualified professional to fill the newly established leadership position, Chief Finance and Administration Officer.

### **Position Summary**

Reporting to the Executive Director, the new Chief Finance and Administration Officer will join the executive leadership team which provides strategic and operational oversight for the agency. This new position is responsible for oversight and expanding the financial operations, providing a long-range vision for the organization's financial growth and stability. In addition, this person will provide leadership for the Human Resources and Operations functions. Direct reports to the Chief Finance and Administration Officer include the Human Resources Manager, the Finance Manager, and the Operations Manager.

### **Responsibilities**

Responsibilities of JVS's Chief Finance and Administration Officer include:

- Working in close partnership with the Finance Manager, continue to supply accurate nonprofit accounting processes and procedures, financial reports, as well as forecasts for future budgeting and financial stability.

- Provide leadership and direction for Human Resources and Operations functions.
- Strengthen awareness and understanding among JVS's board and staff regarding the financial implication of the organization's vision and goals. Provide the tools and training necessary to carry out their financial responsibilities and the management of the programs they direct.
- Support JVS's implementation of its strategic plan while forecasting the budgetary, workforce, and facilities implications of the organization's growth.
- Perform other duties as assigned by the Executive Director.

## **Professional Qualifications and Personal Characteristics Or Attributes**

- Passion for, and knowledge about, the nonprofit sector, in particular agencies that work with vulnerable populations
- 5 years' experience in accounting or financial management for nonprofit organizations. Experience managing federal grants strongly preferred
- A CPA or advanced degree in accounting, finance, or business administration preferred
- At least 3 years' experience in supervising others, preferably those in management roles
- Desire to strengthen and grow a strong finance and administration operation and the change management skills to manage the implementation of new financial management systems
- Strategic acumen with the ability to forecast the budgetary and workforce impact of long-term plans
- Strong relationship management skills, including ability to build relationships with staff and volunteers
- Demonstrated attention to details, and mastery of current best practices in accounting, human resources, and operations
- Ability to manage multiple complex and collaborative projects simultaneously
- Demonstrated commitment to racial justice, equity, and inclusion

## **Compensation and Benefits**

The salary range for this position is \$90,000 - \$100,000. JVS offers a competitive benefits package, including PTO, health insurance and retirement benefits. The Chief Finance and Administration Officer will find a positive, engaging, and multicultural work environment.

## **Statement of Non-Discrimination**

Equal Opportunity is a JVS policy. It is their policy to select the best-qualified person for each position in the Agency.

No employee of the Agency will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, pregnancy or physical or mental disability.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, separation of employment, rates of pay, and other forms of compensation or overtime.

## **Application Process**

The search for the Jewish Vocational Service Chief Finance and Administration Officer is being conducted by The Moran Company. Questions about the position can be directed to Jane Lampo, The Moran Company; jlampo (at) morancompany.com.

To apply for this position submit cover letter and resume to Jane Lampo, The Moran Company. *Resume should include all professional education and experience, dates of employment (month and year) and position/title and organization names.* **APPLY NOW**