



*For this generation...and generations to come.*

## **VICE PRESIDENT OF FINANCE POSITION DESCRIPTION**

### **Organization**

With assets of more than \$1 billion, over 1,300 donor families, and a 65-year history of strength and stability, the Jewish Community Foundation of Los Angeles is a respected leader among the top 10 foundations in Los Angeles. Over the past 25 years, The Foundation has distributed over \$1 billion in grants to thousands of nonprofits. The Foundation's investments include multiple investment pools, 34 support foundations, and many other investments, including over 200 accounts at more than 20 banking and investment firms. [www.jewishfoundationla.org](http://www.jewishfoundationla.org).

### **Position Summary**

The Vice President of Finance directs the management, reporting, and record-keeping of the financial activities of The Foundation, including overseeing accounting systems, processes, and controls. The Vice President of Finance supervises and leads the accounting team of six and office management, including three direct reports (Controller, Assistant Controller, and Office Manager). The successful candidate will be an accounting professional with a strong track record of timely and accurate management of the accounting operations of complicated organizations. This position reports to the Chief Financial Officer.

### **Responsibilities**

#### **Management**

- Lead accounting team of six and oversee all accounting work flows
- Set and manage to department goals, work plan, and timelines
- Oversee key systems and accounting software products; manages software selection and implementation process
- Make and implement recommendations to optimize team structure
- Oversee all compliance activities
- Manage investment operations, including periodic rebalances approved by the committee, capital calls, and process of opening new investment accounts
- Oversee office management and human resources functions, including HR policies, processes, and systems
- Interface successfully with all Foundation departments

### **Accounting**

- Oversee all accounting and payroll processes, in close coordination with Controller and Assistant Controller
- Oversee monthly, quarterly and annual close processes, including creation of and management to documented close calendar
- Oversee monthly and quarterly allocations of fees and investment results (completed by Controller and Assistant Controller)
- Project manage audit and annual tax filing process for Foundation and support foundations
- Oversee, document, and update accounting policies and procedures
- Oversee, monitor, and update internal controls, including proper design of accounting processes and user entitlements for banking and accounting software

### **Financial Management**

- Develop and manage annual operating budget and annual grant funding budget
- Design and manage internal budget reporting, including for department reporting
- Design and oversee management reporting and dashboards
- Oversee fund statement process (completed by Controller)
- Oversee Foundation's response to survey requests, including compensation surveys and state and federal surveys
- Perform other analysis and special projects as requested

### **Core Competencies and Qualifications**

- Master's degree in accounting or equivalent
- CPA
- 10-15 years of accounting progressively responsible experience (preferably foundation or financial services)
- 5 of more years managing accounting operations at high-volume, complex organizations
- Strong analytical, critical thinking and problem solving skills
- Outstanding interpersonal, written and oral communication skills
- Experience implementing complex software
- Experience with Financial Edge or other fund accounting software
- Professionalism and discretion

This position is based in The Foundation's Los Angeles office; The Foundation requires documentation of COVID-19 vaccination of all employees.

Apply by submitting your resume, cover letter, and salary requirements to [jobs@jewishfoundationla.org](mailto:jobs@jewishfoundationla.org) with the job title in the subject line. No phone calls or third-party submissions. It is The Foundation's policy to provide equal employment opportunity for all applicants and employees.