



About Us:

Jewish Family Services of Silicon Valley (JFS) is a nonprofit organization committed to enhancing the well-being of individuals, families, and communities in Silicon Valley. We offer a variety of programs and services that support people of all ages, backgrounds, and abilities. Our mission is to empower people with the tools and support they need to thrive, emphasizing values of compassion, respect, and inclusiveness.

Position Summary:

The Controller at JFS is a senior-level position responsible for overseeing the financial operations of the organization. This role requires a strategic and detail-oriented individual who can manage and improve financial processes, ensure compliance with applicable laws and regulations, and contribute to the financial stability and growth of the organization. The Controller will report directly to the CEO and the Fractional CFO, working closely with the senior leadership team.

Key Responsibilities:

- **Financial Management & Reporting:**
 - Oversee the preparation of financial statements, budgets, and forecasts.
 - Ensure timely and accurate monthly, quarterly, and annual financial reporting.
 - Monitor and manage cash flow, financial planning, and analysis.
 - Present financial reports to the CEO and Fractional CFO.
- **Accounting Operations:**
 - Manage the accounting team, including accounts payable, accounts receivable, payroll, and general ledger.
 - Ensure the accurate and timely processing of financial transactions.
 - Oversee month-end and year-end closing processes.
 - Maintain and update accounting policies and procedures.
- **Grants & Contracts Management:**
 - Manage the accounting and financial reporting for all grants and contracts, ensuring compliance with funding requirements.
 - Monitor grant and contract budgets, expenditures, and reimbursements to ensure accurate financial tracking.
 - Prepare and submit financial reports to grantors and contractors, ensuring all deadlines and requirements are met.
 - Work closely with program managers to provide financial guidance on grant and contract-related matters.
- **Compliance & Risk Management:**
 - Ensure compliance with federal, state, and local laws and regulations, including tax filings and audits.
 - Coordinate and oversee annual audits and implement recommendations.

- Develop and implement internal controls to safeguard the organization's assets.
- **Strategic Financial Planning:**
 - Contribute to the development and implementation of financial strategies.
 - Provide financial insights and recommendations to support organizational decision-making.
 - Assist in the development and management of the annual budget and long-term financial plans.
- **Team Leadership:**
 - Lead, mentor, and develop the finance and accounting team.
 - Foster a collaborative and supportive work environment.
 - Support staff training on financial policies and procedures.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field; CPA or MBA preferred.
- A minimum of 7-10 years of progressive experience in accounting or finance, with at least 3 years in a supervisory or managerial role.
- Nonprofit financial management experience is highly desirable.
- Strong knowledge of accounting principles, financial reporting, and budgeting.
- Experience in managing the accounting for grants and contracts, including compliance and reporting.
- Experience with accounting software and financial management systems.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with a diverse team and manage multiple priorities.
- Commitment to the mission and values of JFS SV.

Salary and Benefits: \$130k-\$160k

This position is full time, 37.5 hours/week.

Salary is commensurate with qualifications and experience of the selected candidate. Benefits include medical, dental and vision care; company contributions to 403B retirement plan; generous paid time off, supportive colleagues; and a positive work environment in a spacious office.

Jewish Family Services of Silicon Valley is an equal opportunity employer and values diversity at all levels of the organization. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.