



Job Title: VP of Finance & Operations

About Jewish Family Services of Silicon Valley (JFS SV):

JFS SV empowers individuals and families facing life's challenges by providing quality human services inspired by Jewish values. Since our inception in 1978, we have remained committed to our vision that our community's children, adults, and families have access to affordable and meaningful professional services that help give them a better life. The agency's programs are available regardless of race, religion, sexual orientation, or ability to pay.

Job Summary:

Vice President of Finance and Operations is responsible for managing the full spectrum of the organization's finances and operations, from day-to-day accounting, long-term financial planning, budgeting, audit, and grants management to human resources, technology, facilities management, and office administration.

This is a hands-on role, ideal for someone who enjoys rolling up their sleeves and working collaboratively across the organization. QuickBooks certification is preferred. Must be a skilled communicator and trusted partner with a strong background in nonprofit accounting, fiscal management, and human resources.

The role requires in-depth expertise in financial analysis, grant reporting, and compliance to ensure financial sustainability, operational excellence, and clean audits. In addition, responsibilities include oversight of human resources functions and payroll processing.

Key Responsibilities:

Financial Strategy, Oversight and Internal Controls: Provides financial analysis and strategic insight to the CEO and Board of Directors. Oversees operational analytics that contributes to programmatic and financial strategy and decision making. Monitors cash flow, financial trends, and recommends strategies to strengthen reserves. Establishes all financial policies and procedures in compliance with appropriate regulations. Strengthens and maintains robust internal controls and financial policies. Coordinate with external auditors and manage all aspects of annual audits.

Accounting, Financial Management, and Payroll: Maintains accurate financial records using QuickBooks Online (QBO). Oversees full-cycle payroll processing, ensuring accuracy, timely payments, and compliance with applicable laws. Manages tracking of restricted and unrestricted funds. Prepares monthly, quarterly, and annual financial reports and dashboards. Ensures timely filing of IRS Form 990 and all relevant federal and state filings

Financial Reporting and Analysis: Prepares monthly financial statements, budget-to-actual reports, and fund-specific reports for the Leadership Team and the Board of Directors. Oversees grant budget tracking and reporting. Provides financial analysis and recommendations to support strategic decisions.

Budgeting, Forecasting and Financial Planning: Leads the development of the annual organizational budget. Collaborates with leadership to conduct financial modeling and forecasting. Supports program team with grant and grant-specific budgets. Provides rolling forecast and budget vs. actual analyses

Grants Management. Compliance and audit: Prepares financial documentation for audits, grant reports and funder compliance. Coordinates with financial vendors, including bank services, funders and auditors.

Develops and implements financial policies and control procedures applicable to the effective and optimum growth of the organization. Ensures compliance with GAAP, IRS regulations (especially Form 990), grant reporting requirements and with internal financial accounting policies and procedures

Human Resources: Oversees all aspects of the human resource and payroll functions; ensures compliance, confidentiality, accuracy and timeliness. Establishes all human resource policies and procedures in compliance with appropriate regulations; assures the consistent interpretation and application of federal, state and city rules and regulations. Collaborates with leadership to align HR policies with the organization's strategic goals. In partnership with the Executive Director, mediates employee relations issues and assists with disciplinary actions while exercising the highest degree of confidentiality and professionalism.

Technology, Facilities and Office Administration: Oversees all aspects of technology, facilities and office administration, including safety, security and insurance.

Leadership and Supervision: Lead, supervise, and mentor the finance and operations team. Manage outsourced functions (e.g., accounting, audits, and financial services).

Qualifications

Education:

- Bachelor's degree in accounting, finance, business or related field (CPA or MBA a plus)

Experience:

- Minimum of 7 years of hands-on nonprofit accounting, financial management experience with training and/or experience in human resources, technology, facilities management and office administration
- Certification in QuickBooks Online is preferred
- Experience using QuickBooks; features such as Classes, Chart of Accounts and Reporting are essential
- Experience managing multi-year foundation grants and government contracts
- Proven experience with payroll systems and compliance, preferably in a nonprofit setting
- Proficiency in Excel, Google Sheets, and donor/grant tracking tools
- Familiarity with donor management or CRM platforms (e.g., Salesforce)

Skills and Competencies:

- Detail-oriented, analytical, capable of synthesizing complex financial data and strategic
- Ability to work independently, manage multiple priorities and thrive in a collaborative small-team environment
- Proven track record as leader that fosters a strong team culture committed to excellence
- Excellent verbal and written communication skills

Salary and Benefits:

Salary Range: \$150,000 - \$170,000 annually. Full-Time, Monday to Friday.

This position is full-time, 37.5 hours/week. The salary is commensurate with the selected candidate's qualifications and experience.

Benefits include medical, dental, and vision care; company contributions to 403(b) retirement plan; generous paid time off; supportive colleagues; and a positive work environment in a spacious office setting.

JFS of Silicon Valley is an equal-opportunity employer that values diversity at all organizational levels. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.