



Vice President of Finance
Brooklyn, NY (hybrid)

About Chabad on Campus International (COCI)

Chabad on Campus International is at the forefront of Jewish life on campus, supporting the sustainability and success of the 364 Chabad Houses serving 892 campuses championing robust Jewish life and learning on college campuses around the world. Together with Chabad House Directors, we seek a future where every Jewish student has a deeper affinity, connection, and understanding of their faith, heritage, and identity.

We foster the success of 793 campus-based Chabad Houses Directors by providing leadership and supportive resources and creating a strong international community of campus leaders. Based in Brooklyn, New York, COCI has a team of 33 dedicated individuals and an annual operating budget of \$16M. Given COCI's mission of promoting a campus life where Jewish identity and Jewish pride can thrive in all circumstances, we are investing in a strategic growth initiative to be able to significantly increase our impact, which is needed more than ever during these volatile times for Jewish students on campus.

Position Overview

Reporting to the Chief Operating Officer, the Vice President of Finance is responsible for the strategic and operational oversight of all financial matters for a ~\$16m global organization. This position will work with the CEO, COO, and other colleagues to ensure an effective financial strategy, accurate budgets and strong financial policies and controls for effective fiscal operations nationally and internationally. The Vice President of Finance maintains an accurate, timely and compliant financial function. The position is supported by a two-person team, a Controller and an Accounting Coordinator. The ideal candidate is a talented, entrepreneurial qualified professional who is excited by the opportunity to lead a global organization in a fast-growth stage, shaping and implementing all aspects of COCI's financial operations.

Primary Responsibilities

1. Plan, develop, implement and evaluate all aspects of the fiscal functions including but not limited to: annual audit, tax returns, accounts payable/receivable, payroll, monthly management reports and year-end financial statements. Ensure timely and accurate completion, full state, federal & GAAP compliance, and adherence to approved budget levels and to revenue and expenditure policies and procedures.

2. Lead the annual budget planning process in conjunction with all departments and the Executive Team; administer and review all financial plans and budgets; monitor progress and changes; and conduct relevant variance analysis.
3. Develop and implement a comprehensive, accurate and timely financial reporting package to keep the Executive Team and Board abreast of the organization's financial status. Components will include, but not be limited to: monthly cash flow analysis, budget to actual variance analysis, financial trend analysis, and recommended fiscal controls. Share all relevant data with departments on a monthly basis.
4. Support the COO in managing the relevant committees of the Board of Directors. Prepare professional, accurate and clear materials, conduct relevant presentations, and respond to all Board financial questions promptly and accurately.
5. Provide the Development team with financial materials for grant applications and reports, and oversee all financial, project/program and grants accounting.
6. Lead the finance team in supporting the annual audit process ensuring timelines and budget are met and all recommendations are implemented in a timely manner.
7. Update and implement all necessary business policies and accounting practices; create and maintain the Finance department's overall policy and procedure manual.
8. Manage banking, legal, audit, PEO and other relevant vendor relationships ensuring timely communication, competitive pricing, adherence to approved scope of work, quality deliverables and timely vendor payments.
9. Periodically review accounting and financial processes to optimize relevant systems. Ensure all appropriate staff are trained in financial procedures in order to adhere to organizational requirements. Ensure the most appropriate and efficient systems are used to manage the function.
10. Hire, train and supervise the Finance department staff to ensure smooth day-to-day operations.
11. Perform other relevant duties as assigned

Qualifications

- Bachelor's degree in relevant field and active CPA required
- Minimum of 10 years of financial management experience in a high-growth, non-profit environment is preferred. Supervisory experience is required.
- Strong analytical and financial modeling skills as well as knowledge of generally accepted accounting principles (GAAP) for nonprofits and philanthropic financial management; if coming from the for-profit world, non-profit board experience is preferred.
- Passion for COCI's mission
- Unquestionable integrity, ethics, and values
- Excellent attention to detail and ability to multitask and manage multiple projects/requests concurrently
- Flexible and a self-starter who can work independently, collaborate with professional colleagues and volunteer leadership
- Ability to work in a fast-paced environment
- Strong organizational time management and communication skills

- Creative and strategic thinker who strives for continual improvement
- Proficiency in Microsoft Office (Word, Excel & PowerPoint), Google Suite, Quickbooks, and familiarity with office and financial automation tools

Compensation: \$160K to \$180K depending on experience; if your background exceeds our requirements, let's talk.

To apply: please [click here](#) to submit your cover letter, resume, and salary expectations.