



NECHAMA - Jewish Response to Disaster

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NECHAMA.org

DIRECTOR OF FINANCE & ADMINISTRATION

Founded in 1993, NECHAMA: Jewish Response to Disaster is the only national Jewish organization to offer sustained direct recovery services in the United States, responding to damage caused by hurricanes, tornados, floods, and other natural disasters. A member of National Voluntary Organizations Active in Disaster (NVOAD) and many local VOADs, over the years NECHAMA has relied on thousands of volunteers to assist communities. Rooted and guided by Jewish values, NECHAMA has three priorities: humanizing Jews and representing Jewish ideals in communities shattered by disaster; providing a platform for volunteers of all faiths to explore their identities and purpose; and spreading comfort and hope to people and communities in desperate need of assistance. For more information about NECHAMA, please visit www.nechama.org.

Job Parameters: Full-time remote position. Work may be performed anywhere in the United States, although there is a slight preference for applicants who live in the Twin Cities of Minnesota, the home base for NECHAMA.

Accountability: Reports to Chief Executive Officer.

Job Description: NECHAMA is seeking a full-time Director of Finance and Administration to join our team and work with the CEO, the staff, the board, and our volunteers. The Director will oversee NECHAMA's finances and internal operations. NECHAMA is a small organization, currently with eight FTE, but we are projecting significant future growth. Our staffing and budget model also expands exponentially during a significant natural disaster. The Director of Finance & Administration will contribute to the success of the day-to-day operations of NECHAMA as well as to the overall growth and development of the organization.

Finance Responsibilities:

- Oversee NECHAMA's financial policies and procedures and recommend new policies to maintain best practices.
- Develop and manage NECHAMA's annual organizational budget.
- On a monthly and annual basis, reconcile actual revenues and expenses with budgets, and produce monthly financial statements.
- Working with our external auditor, CEO, and board treasurer, oversee the annual audit process and filing of the IRS Form 990.
- Process invoices and payments to vendors; enter all revenue and expenses in Quickbooks Online, Fundraise and other software programs; and reconcile all bank transactions.
- Working with the Development Director, process donations to NECHAMA and ensure that appropriate acknowledgments are transmitted and that expenditures are made in compliance with donor intent.
- Oversee expense submissions and credit card purchases process through Bill/Divvy.
- Serve as a liaison to the NECHAMA board's finance committee.

Administration and Internal Operations Responsibilities:

- Serve as the lead on issues relating to Insperity, NECHAMA's new Professional Employer Organization, including overseeing bi-weekly payroll.

- In coordination with Insperity, manage NECHAMA's overall human resources including by developing recruitment strategies and systems, recruiting and onboarding new employees, periodically updating the employee handbook, and managing separations.
- Oversee health insurance, retirement, workers comp, unemployment benefits, and other benefit programs, and serve as liaison with NECHAMA benefit brokers.
- In coordination with Insperity, direct and maintain policies and procedures to ensure NECHAMA's compliance with federal and state employment and workers compensation laws.
- Liaison with NECHAMA's external vendor and coordinate information and submissions for state licensing regulators overseeing charitable solicitations.
- Working with Communications Director, manage email, software, and computer issues that arise; oversee NECHAMA's Google drive; and institute a document nomenclature and retention system.
- Liaison with insurance brokers and coordinate business insurance coverage for NECHAMA.
- Serve as the primary point of contact with the landlord/building management for NECHAMA's Minnesota-based office and warehouse facilities.
- Working with NECHAMA's CEO and other leadership, craft strategies to internally operationalize NECHAMA's commitment to Diversity, Equity and Inclusion and to combat climate change.
- With the CEO, serve as liaison on legal matters with NECHAMA's external legal counsel, including on human resources, 501(c)(3) restrictions, and legal risks.
- Optimize remote working challenges to meet the needs of NECHAMA team members.
- Working with Operations Manager, ensure that the five vehicles in NECHAMA's fleet are appropriately registered, insured, and maintained.
- Supervise Minnesota-based contractor who picks up mail and deposits checks.
- Recognize and anticipate gaps, opportunities and challenges as they relate to internal operations, finance and administrative systems; generate ideas, and innovative solutions to problem solve.
- Other tasks and projects as they arise.

Qualifications: While no one person will embody all the qualities below, the ideal candidate will possess most of the following professional and personal abilities, attributes and experiences:

- Passion for and commitment to NECHAMA's mission.
- 5+ years of experience in the nonprofit social impact or mission-driven sector in a role advancing operations, finance, administration and/or human resources. Management experience in these areas is preferred.
- Bachelor's degree required, preferably in a field like accounting, finance or organizational management.
- Significant understanding of budgets and bookkeeping is required as is basic knowledge of accounting best practices/GAAP.
- Strong organizational and project management skills with the ability to multitask and meet deadlines.
- Detail and team-oriented with excellent communications, leadership, and problem-solving/analytical skills, and proven ability to innovate and seize opportunities to improve effectiveness and organizational outcomes.
- Energetic and inclusive collaborator with high emotional intelligence and the ability to multitask effectively. Distinct track record of building productive partnerships with colleagues, external consultants, and key stakeholders.
- Knowledge of the organized Jewish community, preferred.
- Commitment to racial equity and ability to effectively collaborate across lines of race, class, and religion.
- Experience working in fully remote environments.
- Honesty, confidentiality, transparency, discretion and personal trust in every fact of their work.

- Proficiency with Google Workspace, booking tools - including Quickbooks Online, and client relationship management (CRM) required. Experience with online human resources management tools and Bill/Divvy, the internal expense calculation tool, preferred.
- While not needing to be a tech guru, successful candidates should have facility and comfort with technology and enthusiasm for learning new functions and products.

Eligible candidates must be currently authorized to work in the United States, will not now, or in the future, require sponsorship of a visa for employment authorization in the United States, and are willing to provide employment verification as required.

NECHAMA is an equal opportunity employer and does not discriminate in employment opportunities or practices on the basis of race, ethnicity, national origin, religion, sexual orientation, disability, sex, age, gender identity or expression, or other status protected by applicable law. NECHAMA is committed to providing employees with a work environment free of discrimination and harassment.

Not sure you meet 100% of our qualification? Research shows that men apply for jobs when they meet an average of 60% of the criteria, while women and others who are systematically marginalized tend to only apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply. Whether you are new to this field, returning to work after a gap in employment, looking to transition, or take the next step in your career path, we will be glad to have you on our radar.

Salary range: \$72,000 - \$82,000 depending on experience.

How to apply:

Email the following to jobs@nechama.org:

- Cover letter addressing interest and qualifications
- Resume
- 3 references
- Salary expectations
- Where you saw this job description

Applications will be accepted on a rolling basis until the position is filled.