



Job Title: Vice President of Finance and Operations - Jersey Cares, Inc.

Location: New Jersey

Organization Summary:

Jersey Cares, Inc. is an energized, impactful nonprofit organization dedicated to mobilizing volunteers to address community needs in New Jersey. Our goal is to meet critical needs through volunteerism and community engagement, fostering a culture of service that uplifts the individual and society as a whole.

Position Overview:

We are seeking an experienced and strategic Vice President of Finance and Operations to plan and manage the financial operations of Jersey Cares and oversee outsourced bookkeeping, HR (PEO), IT and other functions. The VP of Finance and Operations will play a pivotal role in ensuring the organization's fiscal health, sustainability, impact and growth. This leadership position will be responsible for managing financial planning, budgeting, reporting, compliance, strategic financial initiatives, payroll and personnel operations, coordinating outsourced IT support, and other central functions. Jersey Cares's fiscal year 23-24 revenue budget = \$3.4MM and we have 22 full-time staff.

Key Responsibilities:

- Develop and implement financial strategies, policies, and procedures to support Jersey Cares' mission and goals.
- Oversee all financial operations, including budget development, forecasting, cash flow management, and financial reporting.
- Monitor and analyze financial performance, prepare regular reports and provide insights to the CEO.

- Ensure compliance with accounting standards, regulatory requirements, and nonprofit financial best practices.
- Analyze records of receivables, payables and cash receipts to help staff ensure timely receipts and payments.
- Assess and recommend enhancements to financial systems, controls, and processes to improve efficiency and accuracy.
- Oversee all aspects of operations including procurement, human resources, IT and office functioning.
- Supervise and mentor the Manager of Finance and Operations.
- Lead personnel support including outsourced payroll and human resources consulting.
- Liaise with outsourced IT support.
- Lead the annual budgeting process and collaborate with department heads to establish and manage budgets effectively.
- Manage financial risk and liquidity to optimize resources and navigate financial challenges effectively.
- Cultivate and maintain strong relationships with external stakeholders, including auditors, banks, donors, and government agencies.

Qualifications:

- Bachelor's degree in Finance, Accounting, or a related field required; Master's degree preferred. CPA preferred but not required with established experience.
- Proven track record in a CFO or financial management role.
- Understanding of nonprofit accounting principles, fund accounting, and compliance standards (GAAP, FASB, IRS regulations, etc.).
- Strong strategic financial planning, budgeting, and forecasting skills.
- Exceptional leadership abilities with a talent for managing projects and processes across departments.
- Proficiency in Quickbooks; advanced Excel skills preferred.
- Excellent analytical, communication, and interpersonal skills.
- Ability to thrive in a growth-oriented, collaborative, and purpose-driven environment.

Benefits:

- \$110,000 Annual Salary.
- Comprehensive benefits package, including United Healthcare insurance, dental, vision, 401k, and three weeks (first year) paid time off + personal/family sick time.
- Hybrid work schedule and generous office holiday calendar.
- Opportunity to make a significant impact within a vibrant and dedicated team.
- Professional development and growth opportunities.

How to Apply:

Interested candidates should submit a resume with cover letter outlining their qualifications and interest in the position to info@jerseycares.org, subject: VP Finance and Operations.

Join us at Jersey Cares to drive our mission of cultivating service and community engagement. Your expertise and leadership will be instrumental in supporting our efforts to make a meaningful difference in New Jersey communities.