



SHALOM HARTMAN מכון INSTITUTE שלום הרטמן

Finance Manager

Mission and Philosophy

The Shalom Hartman Institute is a leading center of Jewish thought and education, serving Israel and North America. Our mission is to strengthen Jewish peoplehood, identity and pluralism and ensure that Judaism is a compelling force for good in the 21st century.

Position

The Finance Manager is responsible for preparing and managing the budget for SHI NA's programs and research center in collaboration with program directors, assisting in preparing budget reports for donors, and responsible for managing accurate financial data in our accounting software, CRM, and other systems. This professional will maintain and strengthen a culture of accountability to budget processes. They will work closely with the development team and program directors.

This professional is responsible for managing all day-to-day financial operations and controls. They will prepare foundation budgets for review, and will have responsibility over expense payables and receivables, general ledger cleanliness, audit, and financial controls and processes.

S/he should have knowledge of public accounting and billing mechanisms in the not-for-profit sector, finance, accounting, budgeting and cost control principles including Generally Accepted Account Principles, automated financial and accounting reporting systems, and federal and state financial regulations. The candidate should have the ability to analyze financial data and prepare financial reports, statements and projections. Experience working within the Jewish world in the United States is a plus. This person will bring a professional, entrepreneurial style to the work. Strong technology skills, verbal and written communication skills, exceptional attention to detail, and strong capacity for time-management are a requirement for success.

The Finance Manager will supervise the bookkeeper and will report professionally to the CFO in Israel.

Responsibilities:

Financial Management and Controls:

- Prepare organizational budgets for foundation reporting, proposals and internal review.
- Work with program managers to build annual program budgets within the context of the overall budget of the Institute; monitor budget income and expenditure booking.
- Manage financial controls, receivables, and expense payments.
- Implement proper policies and procedures for sound financial practices.
- Monitor credit card and bank account balances and direct transfers as needed.
- Oversee preparation for annual audit and interface with auditors. Assist in the preparation of the annual audited financial statements, government information returns, federal form 990 and state returns.
- Assist in preparing annual SHI NA budget as necessary for re-forecasting or analysis.
- Assist in supervising payroll function for employees and independent contractors.
- Assist with administration and analysis of health insurance plans and other employee benefits as necessary.

Qualifications:

- 5+ years of work experience in finance
- Relevant academic training, such as an MBA, MPA, or equivalent degree;
- Experience in budget construction and management, ideally in the not-for-profit sector;
- Success with building foundation proposals and financial reporting to donors;
- Facility with Excel and accounting software;
- Ability to manage multiple complex tasks and to prioritize;
- Excellent communication and collaboration skills;
- A sense of humor.

Salary range and benefits: \$80,000 - \$100,000, commensurate with experience. Very competitive benefits package.

To Apply: Please send a CV and cover letter to jobs@shalomhartman.org. The cover letter should include descriptions of positions with relevant experience. No phone calls please.

We thank you for your interest in career opportunities with The Shalom Hartman Institute. Due to high volume, only those candidates selected for an interview will be contacted. Candidates who will be interviewed can expect a response within 3 weeks.