



Gordon Jewish Community Center of Nashville
801 Percy Warner Blvd. Nashville, TN 37205
P: 615.356.7170 | F: 615.353.2659
www.nashvillejcc.org

Job Description – Senior Director Finance and Administration

The Senior Director Finance and Administration (SDFA) position is an exciting opportunity to join a leadership team that is mission driven and ready to shape the future of an outstanding JCC that is poised for growth. The SDFA will be tasked with helping our community navigate through the remainder of a pandemic environment while preparing us for the opportunities of the post-pandemic future. We seek an individual who is a strategic thinker who can collaborate with lay leaders and staff across the organization to think creatively about fiscal management systems and strategies while helping us examine and improve business models. The SDFA provides an ongoing review of the structure of the financial and business operations of the Gordon JCC. They recommend policies and implement procedures that result in improved fiscal management and accountability, reduced financial risk, as well as systems for efficient and cost-effective administrative operations. The SDFA implements best practices to improve the overall financial strength and administrative capacity of the Gordon JCC. The SDFA provides strategic guidance and oversees implementation of information technology and database systems, human resource systems and benefits, and understands that people are the most valuable resource that we possess. The SDFA reports to and partners with the Executive Director and Leadership Team in moving the Gordon JCC forward.

Essential Duties and Responsibilities

- Provide strategic financial input and leadership to the staff and Board on decision making issues affecting the Gordon JCC.
- Oversee the general accounting and reporting systems to ensure that the Gordon JCC's assets are safeguarded, and that financial statements and reports are properly prepared, reported and distributed in a timely manner in accordance with generally accepted accounting principles.
- Ensure accurate and timely monthly financial statements.
- Directly supervise the Customer Financial and Support Manager and Human Resources Director
- Presentation of financial reports to the board and external users of financial statements, including grantors and donors.
- Oversee the annual financial and 403b audit processes. Works with the accounting team and the auditors to assure the audit is completed in a timely manner. Support the work of the Administration and Finance, Investment and Audit committees of the Board of Directors.



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- **Oversee the development of the Gordon JCC’s annual budget in partnership with the staff. Manage relationships with financial institutions.**
- **Prepare forecasts of future revenues, activities, and cash needs.**
- **Support the investment committee and work with the investment consultant to ensure that endowment and other investments are managed in accordance with the investment policies and direction established by the Board of Directors.**
- **Stay abreast of changes in non-profit financial reporting requirements and governmental regulations including tax laws and the effects of changes on the Gordon JCC. Ensure that the Gordon JCC is in compliance with applicable financial reporting requirements and governmental regulations including but not limited to IRS Form 990, Form 990T, state charitable financial reporting, and file retention regulations**
- **Provide technical financial advice to staff on any prospective contracts into which the Gordon JCC may enter.**

Administrative and Business Operations

- **Enhance and/or develop, implement, and enforce policies and procedures by way of systems that will improve the overall operation and effectiveness of the Gordon JCC.**
- **Provides strategic guidance and oversees implementation of information technology, database systems, and human resources.**
- **Ensure the Gordon JCC is in compliance with employment laws and regulations.**
- **Oversee employee benefit plan offerings and implementation. Serve as the Administrator of the Gordon JCC’s defined contribution retirement plan.**
- **Serve as primary risk manager for the organization. Oversee the General Liability Insurance, Workers’ Compensation and Property programs and manage relationship with insurance broker and insurance companies.**
- **Directly supervise human resource systems, information technology, database systems and facilities; manage relationships with benefits administrators and brokers; work in conjunction with campus and community security directors.**
- **Establish goals and manage relationships with accounting and IT vendors.**



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Required Qualifications

- Senior administrative and financial leadership in a complex not-for-profit organization or business environment.
- At least 5 years' experience in senior fiscal management and business operations.
- The ability to work with, develop, and support teams.
- Advanced knowledge of best practices in financial planning, budgeting, accounting, investments, financial reporting, information technology, and human resource management.
- Post-graduate degree or comparable experience in finance, accounting, or business.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to deliver effective and persuasive presentations on controversial or complex topics to the Board and staff.

AMERICANS WITH DISABILITY SPECIFICATIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to work at a computer on multiple software products that require data entry and use standard office desk equipment and copiers and climb stairs. The employee must occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.