CONGREGATION
Mishkan Or

**Director Of Finance**

## ABOUT CONGREGATION MISHKAN OR

Congregation Mishkan Or is a vibrant Reform Jewish temple in Beachwood, Ohio — "Dwelling Place of Light." With approximately 1,800 households, we are a warm and welcoming community rooted in tradition, connection, and lifelong Jewish learning. We offer a wide range of programming, meaningful worship, educational opportunities, and community engagement, and are deeply connected to one another, to Israel, and to the global Jewish community.

## POSITION SUMMARY

The Director of Finance serves as a key member of the executive leadership team, responsible for the organization's overall financial health, strategy, and compliance. The Director of Finance oversees budgeting, financial reporting, cash management, audit, and risk, while partnering with the Executive Director and Board of Directors to guide long-term financial sustainability in support of the organization's mission.

## POSITION DETAILS

- Schedule: Monday – Friday
- Work Model: On-site initially, with hybrid potential.
- Employment Type: Full-Time
- Department: Finance & Accounting
- Reports To: Executive Director
- FLSA Status: Exempt

## KEY RESPONSIBILITIES

### Financial Strategy & Leadership

- Partner with the Executive Director and Board to develop and execute the organization's financial strategy.
- Provide financial modeling, forecasting, and scenario analysis to support strategic decisions, new programs, and growth initiatives.
- Serve as a strategic financial advisor to organizational leadership.

### Financial Planning & Analysis

- Lead the annual budgeting process across departments and programs.
- Develop multi-year financial forecasts and monitor performance against budget and strategic goals.
- Provide regular financial analysis, reporting, and dashboards to the Executive Director and Board.

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**Accounting & Reporting**

- Oversee accurate and timely financial statements in accordance with GAAP and nonprofit accounting standards.
- Manage the annual audit and relationship with external auditors.
- Ensure compliance with federal, state, and funder reporting requirements, including Form 990.

**Grants & Contract Management**

- Oversee the financial management of restricted and unrestricted funds, government grants, and foundation contracts.
- Ensure compliance with grant requirements, including cost allocation, indirect rates, and reporting deadlines.

**Cash Flow & Treasury**

- Manage cash flow, banking relationships, and organizational reserves in alignment with Board-approved policies.
- Monitor liquidity and advise leadership on cash management strategies.

**Risk Management & Internal Controls**

- Establish and maintain internal controls that safeguard organizational assets and promote financial integrity.
- Oversee insurance, risk assessments, tax filings, and regulatory compliance.

**Board & Committee Support**

- Serve as the primary staff liaison to the Finance and Audit Committees.
- Prepare financial reports and presentations for Board meetings and support the Board's fiduciary oversight responsibilities.

**Team Leadership**

- Lead, mentor, and develop the finance and accounting team.
- Strengthen financial systems, policies, and processes to support organizational growth and operational efficiency.

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## QUALIFICATIONS

**Required**

- Bachelor's degree in Accounting, Finance, or a related field required; CPA or MBA strongly preferred.
- Minimum of 10 years of progressive financial leadership experience, including at least 5 years in a senior finance role, ideally within the nonprofit sector.
- Deep knowledge of nonprofit accounting standards, fund accounting, and government/foundation grant compliance.
- Proven experience managing audits, budgets, and Board relationships.
- Strong analytical, communication, and leadership skills, with the ability to translate complex financial information for non-financial stakeholders.
- Proficiency with financial management software (e.g., QuickBooks, Sage Intacct, NetSuite, or similar nonprofit accounting platforms).

**Preferred**

- Experience in a nonprofit, religious organization, or similar mission-driven environment
- Experience with federal/state grant compliance (Uniform Guidance).
- Experience with multi-program or multi-entity financial consolidation.
- Experience with system implementations or process improvement initiatives.

## COMPENSATION & BENEFITS

We are proud to offer a competitive and comprehensive benefits package in support of your overall well-being:

- Competitive Pay-Commensurate with Experience
- Medical Insurance
- Dental Insurance
- 401(k) Retirement Plan
- All Major Holidays Observed

## WORK ENVIRONMENT & PHYSICAL DEMANDS

This position operates in a professional office environment, on-site initially with hybrid potential thereafter. The role routinely uses standard office equipment including computers and phones. The employee may occasionally be required to lift up to 15 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

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## CONTACT

Inquiries regarding this position may be directed to:

**Jennifer M. Mendelson**
Executive Director
Congregation Mishkan Or
The Jack and Lilyan Mandel Building
26000 Shaker Boulevard
Beachwood, Ohio 44122
216-455-1720 (office)

## EQUAL EMPLOYMENT OPPORTUNITY

We are an equal opportunity employer and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by applicable law.