

**POSITION ANNOUNCEMENT: Director of Finance and Operations**  
**ORGANIZATION/LOCATION: Progressive Jewish Alliance/Los Angeles, California**



**PROGRESSIVE JEWISH ALLIANCE**

**The mission of PJA is to engage Jews of diverse backgrounds to learn, lead and act in our local communities to create a more just and equal society.** We embrace the words of the prophet Jeremiah, "Seek the peace of the city in which you dwell, for in its peace you shall find your peace." For the past ten years, **PJA's** brand of hip, hope-filled activism has mobilized Jews of all generations and affiliations. From anti-sweatshop and anti-death penalty education to justice for hotel workers and the struggle for affordable housing, PJA has helped LA and Bay Area Jews act on their most deeply held Jewish values. Looking to the future, our new Food and Fair Wages Campaign will link efforts to combat hunger, create living-wage jobs and build healthier neighborhoods. We currently have offices in Los Angeles and San Francisco.

**DIRECTOR OF FINANCE AND OPERATIONS (DFO)**

**Progressive Jewish Alliance (PJA) is seeking a Director of Finance and Operations (DFO)** who will have primary responsibility for overseeing **PJA's** financial, operational, IT and human resources management. The DFO will work the equivalent of 3-4 days a week and will report directly to the Executive Director. As **PJA** continues to grow its programs, including an anticipated expansion from two to three regions, the DFO will play an integral role in defining systems and processes that will streamline the organization across multiple functional areas and multiple program sites. **PJA** seeks a DFO who is inquisitive, analytical, proactive, solution-oriented, flexible, driven, collaborative, and inspired by **PJA's** mission, vision and values. We offer flexible hours.

**RESPONSIBILITIES**

**Financial**

- Provide overall leadership for PJA's financial health and management
- Provide ongoing strategic analysis of financial processes and recommend improvements
- Create, implement and maintain fiscal policies, accounting and internal financial controls
- Oversee daily management of financial systems and procedures, including expense management and cash flow
- Manage annual audit and 990 creation
- Coordinate and lead development of annual budgeting process in collaboration with the Executive Director, Regional Directors and Board Finance Committee
- Create and present monthly financial reports (profit and loss, actuals) to Staff and Board, working closely with Regional Directors on revenue-expense management
- Develop, monitor and report financial performance by region and program area

**Human Resources**

- Provide overall leadership for human resource management, including policy, procedure and systems development, coordination, and implementation
- Update Employee Handbook, as needed
- Manage the on-boarding and orientation of all new employees

**S. California**

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F 323.761.8355

5870 W. Olympic Blvd.  
Los Angeles, CA 90036

**Bay Area**

T 510.527.8640

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El Cerrito, CA 94530

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**Operations**

- Provide overall leadership for the effective and efficient operation of the organization, including monitoring and evaluating operational effectiveness on an ongoing basis
- Sustain and strengthen a culture of trust, communication, teamwork and integrity
- Oversee selection and maintenance of all equipment and manage relationships with service vendors, including computer equipment and IT
- Ensure that all contracts and policies are current and properly maintained
- Oversee and resolve facilities issues, including contract compliance, rents and fees, and general facilities oversight; manage search for new Los Angeles facilities

**Position Requirements:**

- 3-5 years of experience in accounting and finance; non-profit finance experience a plus
- Experience with planning and budgeting processes, including audits
- Expert knowledge of QuickBooks Online or similar accounting software and strong background utilizing Microsoft Excel
- Experience in leading operational and human resources functions; benefits administration experience and experience supervising accounting and administrative staff preferred
- Proficient in time management and prioritization
- Inquisitive, proactive, solution-oriented, collaborative, conscientious, detail-oriented, dependable, responsible and efficient with a positive attitude and willingness to support other organizational initiatives, as needed
- Minimum of Bachelor's degree required; major or coursework in accounting or finance strongly preferred; degree in non-profit management a plus

**Application Procedure:**

Please email a resume and thoughtful cover letter (Word only) that outlines how your skills and experience meet the qualifications of the position to Executive Director Elissa Barrett at [office@pjalliance.org](mailto:office@pjalliance.org), subject line "Director of Finance and Operations." Applications will be reviewed on a rolling basis. Interviews begin in January 2010. Start date February 15, 2010. Progressive Jewish Alliance is an equal opportunity employer. This position is an exempt, salaried position, half- to three-quarters time, salary range \$3,000 - \$3,900 per month.