



# PRIZMAH

Center for Jewish Day Schools

**Position:** Vice President, Finance, Full-time, Exempt

**Reports to:** COO and CEO

**Department:** Finance

**Location:** New York Metropolitan Area or Remote

**Date:** June 2022

## ABOUT PRIZMAH

Prizmah is the network for Jewish day schools across North America. We partner with day schools, yeshivas, philanthropists, and communities from all denominations, helping them grow their reach and impact and tackle the challenges on their paths to success.

Educating our children is the most important investment we can make in their future. Jewish day schools inspire and nurture young people, prepare them for remarkable and meaningful lives, and enable them to thrive.

Prizmah enhances the ability of schools to excel. Prizmah is building networks for schools and their supporters to connect, learn and drive impact – deepening talent by investing in professional and lay leaders; catalyzing resources to generate funding for schools to flourish; and accelerating educational innovation, to foster teaching and learning opportunities that empower students.

At Prizmah, we see what is possible for Jewish day schools, and we're passionate about making that vision a reality.

## POSITION SUMMARY

The Vice President, Finance will serve in a critical leadership capacity and will lead the financial strategy and management of Prizmah. Prizmah is a 501(c)3, funded by a combination of philanthropy, other sponsorships and earned revenue including membership fees, payment for participation in Prizmah programs/events and school consultative service. The Vice President, Finance will work with the CEO, COO, Leadership Team members and other colleagues to ensure an effective financial strategy, budgets and financial infrastructure and internal control environment for effective working. The Vice President, Finance will also liaise with Prizmah's Finance and Audit Committees and Board.

This position requires a talented, entrepreneurial qualified professional who will relish the opportunity to lead an organization that's grown from start up to sustainability, and is ready to move into the next growth stage, shaping and implementing all aspects of the organization's financial operations.

## **CORE RESPONSIBILITIES**

The Vice President, Finance will be expected to:

- Lead all aspects of financial management for the organization.
- Develop and manage an annual budget process, together with longer term projections and financial planning.
- Maintain and refine financial policies and procedures.
- Manage Prizmah's financial records.
- Manage financial reporting, to organizational leadership, the Board and Finance Committee, colleagues and external stakeholders such as donors.
- Manage financial compliance for the organization, such as audit, 990 and other requirements.
- Liaise with the Finance Committee, Audit Committee and with the full Board of Prizmah.
- Ensure all relevant staff are trained in financial procedures in order to adhere to organizational requirements.
- Manage financial operations to ensure transactions – revenue and expenses – operate efficiently and accurately.
- Oversee the work of an accounting coordinator and other staff to ensure the effective operation of Prizmah finances.
- Develop clear expectations, metrics and performance measures for finance.

## **EXPERIENCE AND QUALIFICATIONS**

The successful candidate for this position will bring:

- Relevant degree in Accounting required (Master's degree preferred)
- Valid CPA status
- 10+ years' experience in a managerial accounting position; demonstrated ability to manage complex operations in a ~\$10m organization
- Nonprofit technical accounting expertise
- Detailed understanding of and ability to work with finance, cash flow and budgets
- Experience developing financial modeling
- Strong understanding of financial management for non-profits, including tax codes and laws
- Proficiency with Sage Intacct
- Ability to work in a fast-paced environment
- Strong collaborative nature and skills, and a commitment to building a strong, positive team culture delivering results
- Successful experience working with volunteer committees and boards
- Ability to manage complex relationships and multiple priorities
- Outstanding diplomatic, negotiation and ambassadorial skills
- Knowledge of the Jewish community desirable

## **WHAT WE OFFER**

- Prizmah offers an excellent benefits package that includes comprehensive health insurance with a range of plans to select from, matching contributions to 401k, flexible spending accounts, vacation and sick time, and parental leave.
- Prizmah is committed to and support individual support and professional development.

- Early close on Fridays for Shabbat and on the Erev (eve) of other Jewish holidays. Closed for Jewish Holidays.
- Flexible hours.
- A work environment that prioritizes building a strong work-place culture. We value learning and professional development. You will be a part of a great team that cares deeply about the work we do and each other.
- Competitive salary in the non-profit field in the range of \$165,000 -\$180,000
- Prizmah's salary ranges are based on education, experience and skill set required for each role. If your salary expectations are different and/or you have more experience than required, let's talk.
- Prizmah values the health and safety of our community. We also prioritize the need for opportunities for our team to meet and work in-person. Prizmah staff are required to show proof of full vaccination (including a booster shot) for Covid-19.

To apply, please send a cover letter and resume to [employment@prizmah.org](mailto:employment@prizmah.org). Please include the job title, **Vice President, Finance** in the subject line.