

ORGANIZATION: Park Avenue Synagogue
POSITION: Director of Finance
REPORTS TO: Executive Director
LOCATION: New York, NY
INFORMATION: [Website](#)
TO APPLY: Please send resume and cover letter to PASDOF@pbrsearch.com with title format “Last Name First Name – Letter Resume.”

BACKGROUND

Park Avenue Synagogue (PAS) is a growing, dynamic, and thriving synagogue community with highly engaged clergy, congregants, staff, and board. Its mission is to inspire and educate people to live passion-filled Jewish lives. With origins dating back to 1882, PAS is one of the largest and most vibrant congregations in North America. Its 1,800 member families are actively involved in educational, prayer, and community activities through its recently renovated physical campus on Manhattan’s Upper East Side as well as through its virtual campus. PAS was an early adopter of technology, which enabled it to not only continue to thrive during COVID but also expand its reach beyond its New York-based membership.

Rooted in Jewish tradition, PAS is a forward-thinking, innovative institution that values continuous improvement and holds a high standard for excellence. Its clergy and staff include more than 150 talented individuals who further Rabbi Cosgrove’s vision centered around three core pillars: Learning, Community and Prayer. In addition to its many prayer services, life cycle events, leading role in liturgical music, and cantorial concerts, PAS provides many lifelong learning opportunities through its young family programs, an early childhood center, a congregational school, and a wide range of teen, young adult, and adult education classes and programs including engaging in national thought-leading religious conversations. Its committed and supportive membership, combined with its strong financial position, uniquely positions PAS to both continue thriving in the current environment as well as lead the way in defining and capitalizing on transformative opportunities for the community’s future.

POSITION

PAS seeks a strategic and experienced director of finance to modernize and streamline the organization’s day-to-day financial operations, while maintaining a longer-term financial vision for the organization as it continues to grow. The director of finance will manage a team of four to support accounting, budgeting/projecting/tracking, financial reporting, and strategic financial planning across the organization. This person will partner closely with the executive director to ensure that all of PAS’ activities are grounded in financial sustainability, controllership, and longevity. The ideal candidate will be both hands-on and able to pull back to see the bigger strategic picture that the function supports. They will be comfortable identifying, proposing, and implementing new systems and processes. They will be a proactive and highly collaborative professional who will support and serve colleagues in all departments (including but not limited to Facilities, Operations, Events, Development, Membership, Communications, and Education).

RESPONSIBILITIES

- Oversee all aspects of PAS’ financial health, management, policies, and procedures. Serve as the key resource to leadership and the board on the synagogue’s overall financial position and activities.
- Modernize and streamline day-to-day operations, utilizing software systems, databases, automated processes, and other technology-based platforms and efficiencies to ensure the timely and accurate management and delivery of financial information and data. Jump into the weeds as needed to help the organization navigate issues, design productive systems, and ensure new implementations run smoothly.

- Work with colleagues in all departments to provide financial data and reports that support strategic business decisions and program evaluation.
- Track and manage the organization's multiple streams of revenue, including but not limited to membership, school tuition, and development.
- Oversee payroll and accounts payable as well as accounts receivable.
- Process and track daily transactions with a high degree of seasonality – both in terms of accounts payable and receivable.
- Budget and track capital projects.
- Lead the annual budgeting process; maintain forecasts; track and project actuals versus forecast; conduct regular reconciliations with the participation of all departments involved.
- Oversee the yearly audit, working with an external audit firm, and ensure an on-schedule kick-off and delivery of final audit report and letter.
- Monitor and report the organization's investments by maintaining relationships with the external management firm and internal investment committee.
- Manage banking relationships.
- Manage all systems and software used for accounting, ledgers, payments, and revenue receipts; coordinate with systems used to manage fundraising and program activities.
- Assist the executive director with organizational risk assessments and insurance-related activities.
- Supervise a four-person team consisting of a controller and accounts payable, accounts receivable, and payroll specialists. Sustain a high-performance culture and collaborative work environment.
- Develop and utilize financial modeling tools that incorporate key financial drivers to make informed business decisions and measure impact.

QUALIFICATIONS

- At least seven years of financial management experience, with a broad finance background, ideally in a nonprofit setting with revenue streams similar to those at PAS.
- A strong, professional understanding of accounting, finance, budgeting, business analysis and modeling and the digital systems to support day to day processes and efficient, smooth workflows.
- Excellent data management and analytical skills. An ability to develop appropriate financial success metrics across all departments and various business activities.
- High emotional intelligence and level of comfort with complexity and nuance. Prior experience building a finance department or being part of an organization undergoing transformation a plus.
- Previous experience working with multiple departments in a highly collaborative environment.
- Strong written and verbal communication skills and an inclusive, transparent interpersonal communication style that fosters cooperation and teamwork. An ability to communicate and explain complex financial matters in a way that is clear and easy to understand for those without a financial background.
- A proven track record of leading with diplomacy, integrity, and sound judgment.
- Experience effectively developing, managing, and leading a goal-oriented staff while fostering a culture of collaboration, high performance, and teamwork.
- A positive attitude and self-directed work style.
- Prior experience with ChaverWare, ShulWare, SalesForce, Sage50, and Sage Intacct a plus.
- Bachelor's degree required.
- PAS has adopted a COVID-19 vaccination policy to safeguard the health and well-being of its employees. As a condition of employment, employees are required to be vaccinated. The policy is subject to change due to the evolving circumstances of the pandemic.

COMPENSATION

- Salary range \$200K – \$225K; compensation will be commensurate with candidate’s experience.
- Comprehensive and competitive benefits include participation in the synagogue’s health insurance plan, health savings account, defined contribution plan, and 20 days annual vacation in addition to other paid leave.

Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, PAS encourages you to apply. PAS is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, PAS will provide reasonable accommodations for qualified individuals with disabilities.