

Director of Finance & Operations

Hebrew at the Center

Location: Remote (U.S.-based) | Minimal travel

Start Date: July 1, 2026

About Hebrew at the Center

Hebrew at the Center advances Hebrew language education and engagement by partnering with Jewish educational institutions - including day schools, congregational schools, and camps - to clarify vision, implement effective assessment tools, and strengthen instructional practice through coaching and mentoring.

We believe Hebrew is essential to deepening Jewish identity, strengthening connection to Israel, and enriching the lives of learners and communities.

As we continue to grow nationally, strong financial leadership is essential to sustaining and scaling our impact. We cultivate a community of passionate professionals and offer a collaborative environment where growth, well-being, and impact are deeply valued.

Position Overview

Hebrew at the Center seeks a strategic and hands-on Director of Finance & Operations to serve as the organization's senior financial and operational leader and a key member of the leadership team.

This role is responsible for overseeing all aspects of financial management, including accounting operations, budgeting and forecasting, financial reporting, compliance, and systems. This professional also oversees the administrative and operational functions of the organization including legal, technology, insurance, and the like. In our lean and growing organization, this role requires both high-level strategic leadership and a hands-on approach to day-to-day financial operations and operations.

The Director of Finance & Operations partners with the CEO and the Finance Committee, to drive data-informed decision-making, support long-term financial sustainability, and strengthen organizational infrastructure.

Key Responsibilities

Financial Leadership

- Lead all financial operations, including budgeting, forecasting, reporting, and analysis

- Develop and manage the annual organizational budget in partnership with the CEO and department leaders
- Develop multi-year financial forecasts and long-term financial models to support strategic planning and sustainability
- Build multi-year financial models to support strategic planning and growth
- Prepare and present financial reports to the CEO, Finance Committee, and Board of Directors
- Monitor financial performance and provide actionable recommendations on revenue, expenses, and long-term financial health
- Oversee cash flow management, including forecasting and timing of receivables and payables
- Drive long-term financial sustainability and strategic resource allocation

Accounting & Compliance

- Oversee day-to-day financial operations, including core accounting functions, bookkeeping oversight, accounts payable/receivable
- Ensure accurate and timely financial reporting in accordance with nonprofit GAAP standards
- Oversee monthly and year-end close processes
- Manage the annual independent audit and Form 990 preparation
- Oversee financial management of grants, including budget development, tracking, reporting, and compliance with funder requirements
- Maintain and strengthen internal controls, financial policies, and procedures
- Ensure appropriate management of restricted and unrestricted funds, including accurate tracking and reporting
- Develop and maintain an accounting procedures manual

Operations & Administration

- Oversee key administrative and operational financial functions, including:
 - Insurance and risk management
 - Financial aspects of contracts and vendor agreements

- Cybersecurity coordination (as it relates to financial systems)
- Financial system security and coordination with IT partners
- Ensure systems and processes support efficiency, compliance, and organizational effectiveness

Systems & Infrastructure

- Oversee financial systems (e.g., QuickBooks Online, Bill.com, Excel-based reporting)
- Improve financial workflows, reporting tools, and data integration across departments

Team Leadership

- Supervise and support finance-related functions, including bookkeeping
- Provide oversight to administrative staff as it relates to financial and operational systems
- Foster a collaborative, accountable, and service-oriented internal culture

Strategic Leadership

- Serve as a member of the senior leadership team
- Partner with organizational leaders to align financial strategy with programmatic and fundraising goals
- Provide financial insights to support long-term financial sustainability and organizational growth

Qualifications

- Bachelor's degree in Accounting, Finance, or related field (CPA or advanced degree preferred)
- Minimum of 10 years of progressive financial leadership experience, preferably in the nonprofit sector
- Strong knowledge of nonprofit GAAP, financial reporting, audit processes, and internal controls

- Experience with grants management, foundation funding, and earned revenue models
- Experience managing nonprofit funding streams, including restricted and unrestricted funds
- Proficiency with financial systems (e.g., QuickBooks Online, Bill.com, Excel)
- Demonstrated ability to manage multiple priorities in a fast-paced, evolving organization
- Strong communication skills, with the ability to present financial information to non-financial audiences
- Familiarity with the Jewish nonprofit or Jewish educational landscape preferred

Personal Attributes

- High integrity and strong attention to detail
- Strategic thinker with strong analytical and problem-solving skills
- Collaborative, adaptable, and service-oriented
- Strong organizational and project management abilities
- Sense of humor and patience in a dynamic environment

Reporting Structure

This position reports directly to the CEO and works closely with the Finance Committee Chair and Board Finance Committee.

Compensation & Benefits

- Salary range: \$120,000 - \$125,000 (final offer based on experience and skills)
- Health insurance (80% employer-paid)
- Dental insurance (100% employer-paid)
- Vision insurance (employee-paid)

- 401(k) with employer match (up to 3%)
- Generous paid time off, including vacation, sick leave, Jewish and select federal holidays
- Remote work stipend and cell phone reimbursement
- Access to additional voluntary benefits through PEO partner

How to Apply:

Please submit a resume and a cover letter outlining your relevant experience and interest in the role directly to leahp@hebrewatthecenter.org. Please include “Director of Finance and Operations” in the subject line.