

Position - Deputy Chief Financial Officer (Deputy CFO)

Open: September 1, 2026

New Jersey Citizen Action Education Fund (NJCAEF) has an immediate opening for a Deputy Chief Financial Officer (Deputy CFO). The Deputy CFO will assist the CFO in providing financial oversight and ensuring the organization's financial health and sustainability. The Deputy CFO will also assist the CFO to manage the organization's financial operations, manage grants, ensure organizational compliance, and contribute to strategic financial planning.

The Deputy CFO will report directly to the CFO and work closely with the Executive Director, Director of Development, Board of Directors and other senior staff leaders. They will have the opportunity to be considered for possible promotion to the CFO position.

New Jersey Citizen Action Education Fund (NJCAEF) is a statewide organization that fights for racial, social and economic justice for all while empowering low- and moderate- income New Jerseyans through advocacy and free, financial empowerment services. These include housing and foreclosure counseling, financial education and coaching, tax preparation, and healthcare enrollment assistance. Our programs help New Jersey's low- to moderate-income communities thrive, prosper and while ensuring they have a voice in helping revitalize our state's democracy.

Key Responsibilities

- **Financial Strategy & Collaborative Planning:** Support the development and implementation of financial strategies aligned with the organization's mission and goals. Assist in budgeting, forecasting, and scenario planning alongside program, fundraising, and operations teams.
- **Financial Management:** Oversee accounting systems, financial reporting, and compliance with tax, charity, and funder requirements. Prepare and present financial reports to the Board and executive team.
- **Budgeting & Forecasting:** Help develop and manage annual budgets, monitor performance against budget, and maintain financial forecasting models.
- **Cashflow & Treasury:** Assist in cashflow management, liquidity planning, and maintaining adequate reserves.
- **Grant & Fund Management:** Support financial accounting and reporting to submit to government and private grant makers as needed, and general tracking of restricted v. unrestricted funds. Analyze spending against grant budget on an on-going basis; prepare variance reports, quarterly expenditure reports, and meet with Program Managers and CFO to review reports. In coordination with Development staff: maintain master file of grants and all attachments including deliverables and budget; manage grant agreements and ensure terms and conditions of agreements are met and properly documented and communicated.
- **Compliance & Audit:** Ensure adherence to charity law, company law, and funder conditions; support audit processes and act as liaison with auditors.

- **Internal Controls:** Help design, implement, and monitor financial policies, controls, and risk management frameworks.
- **Representation:** Represent the finance function at board and committee meetings, providing clear financial analysis and recommendations.

Skills & Qualifications

- Bachelor's degree in accounting, finance, or a related field; CPA or equivalent certification preferred. Knowledge of generally accepted accounting principles.
- Proven experience in nonprofit or public sector finance, with knowledge of grant management and compliance.
- Strong analytical, reporting, and interpersonal skills.
- Well-organized and detail oriented.
- Ability to work independently and as part of a senior leadership team.
- Experience with nonprofit accounting systems and financial software. Experience in utilizing spreadsheet database programs and word processing systems.

Location: The position will be based out of our Highland Park, NJ office. Position will be mostly in office for the first six months and become hybrid after six months.

Compensation: Salary \$80K+ depending on experience with comprehensive health care, dental, vacation, and other benefits.

- **To Apply: Email cover letter and resume to:**

Dena Mottola Jaborska, Executive Director
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