



FOOD BANK OF SOUTH JERSEY
CHIEF FINANCIAL OFFICER (CFO)
www.foodbanksj.org

The Organization

The Food Bank of South Jersey believes that no one should go to bed hungry. For 40 years, FBSJ has worked within neighborhoods across Burlington, Camden, Gloucester, and Salem counties to ensure everyone has access to the food and resources they need to not just survive, but thrive.

The Food Bank provides nourishing food, offers nutrition and wellness programs, and works closely with more than 300 local partners – including food pantries, community kitchens, and shelters – to meet the needs of children, families, older adults, and veterans. Our approach combines immediate support with programs that help neighbors live healthier lives and build stronger communities.

A 501(c)(3) nonprofit and proud member of the Feeding America network, the Food Bank of South Jersey is headquartered in Pennsauken, New Jersey, and supported by a team of more than 70 staff members committed to a healthier, hunger-free South Jersey.

CORE VALUES

We serve through collaborative, diverse partnerships with versatility, dedication, and integrity.



COLLABORATION

We raise the bar by building strong relationships.



INTEGRITY

We strive to create a culture that is honest, respectful, and representative of our diverse community.



INCLUSION

Providing equal access to opportunities and resources for all while leveraging everyone's passion and commitment for the betterment of those we serve.



SERVICE

We lead the charge to make sustainable change in the urgent problem of hunger in South Jersey by providing food and nutrition education.



DEDICATION

We work together with reliability, compassion, and excellence.



VERSATILITY

We utilize our resources creatively to adapt and respond to the varying needs of our stakeholders.

The Role:

- Location:** Pennsauken, NJ
- Reports to:** President & Chief Executive Officer
- Supervises:** Director, Finance and IT Manager

Position Overview & Opportunity:

The Chief Financial Officer (CFO) will be responsible for all aspects of financial planning, reporting, strategically managing accounting and financial products, and overseeing the Information Technology activities of Food Bank of south Jersey (FBSJ). This position will provide leadership and coordination in the administrative, business planning, accounting, and budgeting efforts for FBSJ.

The CFO will serve as a trusted strategic partner to the Chief Executive Officer and the Board of Directors, with particular responsibility for protecting liquidity, ensuring the integrity of financial reporting, and translating complex nonprofit and government-funded financial realities into clear, actionable insight for executive leadership and governance. Success in this role requires both strong technical accounting expertise and the ability to operate effectively amid ambiguity, change, and heightened scrutiny.

The effectiveness of the Chief Financial Officer's (CFO) job performance will be measured by the sound financial position of the organization strong internal controls, audit readiness, staff development and morale, and the confidence of the Board and external stakeholders in the organization's financial stewardship.

Key Responsibilities:

Financial Strategy & Organizational Planning:

- Assess organizational performance against both the annual budget and FBSJ's long-term strategy.
- Develop tools and systems that provide clear, actionable financial insight to the CEO, Finance Committee, and Board to enable informed decision-making under uncertainty.
- Engage the Finance Committee on issues, trends, and changes in the operating and funding model, including reimbursement-based contracts, government grants, and reserve utilization.
- Oversee long-term budgetary planning and cost management in alignment with FBSJ's strategic plan, including sponsorships, potential acquisitions, and collaborations.
- Identify gaps to achieving FBSJ's long-term strategy and coordinate cross-functional teams to develop plans to address those gaps.
- Develop organizational prospects by evaluating trends, revenue opportunities, expansion prospects, and opportunities for operational improvement, cost reduction, and systems enhancement.

Financial Stewardship, Controls & Compliance

- Provide overall leadership of the Finance Department, ensuring financial and accounting systems operate in accordance with GAAP and nonprofit best practices.
- Establish and maintain appropriate internal control safeguards to protect the organization's assets and reputation.
- Ensure compliance with local, state, and federal authorities.
- Review all contracts for FBSJ and ensure terms are acceptable.
- Oversee risk management, including insurance coverage (Board liability, general liability, vehicle insurance), serving as liaison to insurance brokers.

Budgeting, Forecasting & Cash Management

- Lead FBSJ's annual business planning and budgeting process, ensuring coordination across departments with a focus on financial stability, cash management, and scenario planning.
- Direct the development of annual budgets by department and program and support management in preparing line-item budgets.
- Provide and review monthly variance reports and quarterly financial reports, assisting staff in understanding and utilizing budgets effectively.

- Monitor financial performance and recommend budget adjustments as required during the fiscal year.
- Oversee monthly and quarterly assessments and forecasts of financial performance against budget, financial, and operational goals.

Audit, Reporting & Tax Filings

- Ensure completion of the annual financial audit and single audits (when required) in a timely manner and without findings.
- Coordinate audits required by grantors and government contracts, ensuring defensible documentation and compliance.
- Oversee preparation and filing of the annual Form 990 and annual charity registration renewals.
- Prepare and present monthly financial statements for review by the President & CEO and the Finance Committee and Board of Directors.

Grants, Revenue, Capital & Asset Accounting

- In collaboration with the Grants Department and program leadership, maintain grant records to support monthly and quarterly reporting to grantors.
- Assist department directors and grantors in understanding accounting and reporting requirements for grants and contracts.
- Monitor grant and contract activity and maintain comprehensive documentation to support billing and compliance.
- Oversee accurate accounting of fundraising revenue, pledges, receipts, and capital campaign funds.
- Ensure proper accounting for construction projects and capital investments as FBSJ advances development of a new facility.
- Maintain fixed asset and depreciation records and reconcile bank and investment accounts monthly.

Infrastructure, Systems, IT & Organizational Leadership

- Oversee financial systems, purchasing systems, inventory accounting, payroll, and document management systems.
- Ensure that FBSJ's technology, network, and IT infrastructure are adequate to meet current and future organizational needs.
- Improve operational systems, processes, and policies to support effective management reporting, information flow, and organizational planning.
- Lead, develop, and support Finance and IT staff, fostering strong internal controls, audit readiness, staff development, and morale.
- Keep the President & CEO informed of financial issues, risks, and opportunities and carry out additional responsibilities as delegated.

Personal Characteristics/Proficiencies

- 10+ years experience in financial management (non-profit accounting experience preferred; five years experience as a Controller is preferred). Experience in distribution industry preferred
- Demonstrated knowledge in financial management, government grants management, risk management, planning and forecasting
- Strong analytical and organizational skills
- Demonstrated proficiency in various modular based Accounting Software: MIP, Sage, Great Plains, etc.
- Excellent written, oral and interpersonal communication skills, in particular, the ability to understand and organize detailed information and to write about or talk extemporaneously on that information
- Ability to work independently with minimal supervision to achieve deadlines

- Must have a strong ethical character, good judgment and discretion, capable of handling confidential and financial information
- Ability to juggle multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast-paced environment
- Ability to work effectively with other Food Bank staff and volunteers and liaise with other Foodbank and Feeding America financial staff

Technical Competencies Specific to this Role:

- Analytical Thinking and Skills
- Budget Management
- Computer Navigation Skills
- Contract Management
- External Communication Skills (with partners and clients)
- Meeting Facilitation Skills
- Presentation Development and Delivery Skills
- Program Management
- Training and Development Skills

Behavioral Competencies for Executive Leaders:

Building Trust: interacting with others in a way that gives them confidence in their interactions and those of the organization. Is seen as direct and truthful; keeps assurances, promises, and commitments.

Championing Diversity, Equity, Inclusion, and Belonging: actively and passionately advocating for and promoting a workplace or community culture that embraces and values diversity, ensures fairness and equity, fosters inclusion, and creates a sense of belonging for all individuals. Plays a pivotal role in driving positive change and shaping an environment that reflects the principles of DEIB.

Delegation: allocating decision-making authority and/or task responsibility to the appropriate others to maximize the organization and individuals' effectiveness. Demonstrates the ability to effectively assign tasks, responsibilities, and authority to others while maintaining accountability for the overall outcome. Uses a strategic and thoughtful approach to distributing work based on individual strengths, skills, and developmental needs. Empower team members, enhance productivity, and ensure the efficient achievement of organizational goals.

Leading Change: Maintains a broad view of the organization, monitoring progress and challenges, and identifying whether organizational strategies are working effectively towards our mission, vision, and long-term sustainability. Supports the organization in adjusting activities based on results and feedback and takes responsibility for driving change processes where needed. Leads the organization to adapt to a changing environment.

Visionary Leadership: Keeps the organization's mission, vision, and values at the forefront of employee decision-making and actions; ensures alignment of the organization's strategic plan and agency practices with vision, mission, and values. A visionary leader possesses the foresight to anticipate trends, set ambitious objectives, and instill a sense of purpose and passion within the organization.

Education:

- Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA). Accounting or Finance degree required. Graduate level degree preferred.
- Current and valid CPA preferred.

Compensation and Benefits:

- The budgeted compensation for this role is \$160k-\$175k plus a comprehensive benefits package.

To learn more about this opportunity, please contact:

Neeta Mehta

Partner, Bridge Partners

Neeta.Mehta@bridgepartnersllc.com

Candidates will be considered on a rolling basis.

We urge your prompt consideration of this impactful leadership role.