

Position Title: **Finance and Operations Manager**

Working Schedule: Full-time/Exempt

Range: 30

General Description
<p>Under the direction of and in partnership with the Executive Director, the Finance and Operations Manager leads the agency's business, accounting, and finance-related tasks. The position is responsible for the following areas: accounting functions, financial reporting, audit activities, monitoring of the investment portfolio, revenues tracking, and agency operations. The Finance and Operations Manager regularly exercises a high degree of independent judgment in providing various responsible and complex services.</p>
Major Duties and Responsibilities
<p>Financial Management:</p> <ul style="list-style-type: none"> ▪ Oversee the operations and development of the agency's finance department, including creating and reviewing policies, budgeting, recruiting, training, and conducting regular assessments of financial procedures. ▪ Serve as liaison to the agency's CPA firm. ▪ Assist with maintaining appropriate fiscal controls and financial reporting. ▪ Coordinate the agency fiscal operations with CPA consultant and Auditor's-Controller's Office to comply with federal and state requirements e.g., monthly reports including balance sheets, statements of revenues and expenses. ▪ Responsible for all activities related to the financial management of First 5 Madera County, including annual First 5, State and Federal reports. ▪ Develop and administer in coordination with the Executive Director the Commission's annual budget; anticipate the need for and prepare budget revisions for Commission approval. ▪ Supervise the preparation of quarterly and annual account reconciliations, monitor and enforce compliance with tax and financial reporting standards and assist with cash flow forecasting. <p>Operations Management:</p> <ul style="list-style-type: none"> ▪ Develop and ensure compliance with internal controls. ▪ Following the Commission's Procurement Policy, review the Commission's needs for goods and services; evaluate lease versus purchasing options and qualifying vendors based on quality and cost. ▪ Provide general oversight and supervision of the operations department. ▪ Assist in arranging leases, agreements, contracts, and payments. ▪ Periodically review and make recommendations for revisions to the operations policies and procedures. ▪ Serve as liaison to the agency's Human Resources firm ▪ Supervise the agency's Human Resources services and tasks. ▪ Supervise and monitor the administration and management of the agency's facilities. <p>Other:</p> <ul style="list-style-type: none"> ▪ Performs other relevant duties as assigned.

Qualifications

Education/Experience:

- Bachelor's degree from an accredited institution with a major in finance, accounting, business, or a closely related field.
- Three years of paid professional financial management experience in nonprofit finance, for-profit entity, or public agency.
- Two years of lead or supervisory experience.
- Valid California driver's license and adequate car insurance coverage.
- Ability to work a flexible work schedule depending on assignments and to travel within and outside the County to attend meetings and conferences.

General Knowledge/Skills:

- Ability to analyze, adapt and improve the quality, efficiency, and effectiveness of organizational processes.
- Experience in governmental budgeting, audit preparation; accounting functions; all relevant federal and state laws; and GAAP standards.
- Experience with accounting software, statistical analysis tools, and other industry-specific prediction applications
- Proficient Microsoft applications.
- Principles of supervision, training, and performance evaluation.
- Effective communication and public presentation methods and skills; statistical methodology and analysis; effective research and analytical techniques and practices; effective technical and business writing.

Core Competencies

- Self-motivated with the ability to work in a fast-paced environment.
- Collaborative, inclusive, tech-savvy, and committed to exceptional customer service.
- Upholds standards of confidentiality and is committed to ethical practice.
- Able to analyze, adapt and improve the quality, efficiency, and effectiveness of organizational processes.
- Actively works toward organizational improvement and professional growth.
- Actively promotes FIRST 5 Core Values and Essential Elements.

Physical Demands

- Ability to work in standard office environment with some ability to travel to different sites and locations.