



## Finance and Operations Manager

First 5 Madera County is accepting applications for the Finance and Operations Manager position. We are looking for a leader, process and systems builder, problem solver, and clear communicator to join a team committed to relationship-building through a human-centered approach.

### SUMMARY

Under the direction of the Executive Director, the Finance and Operations Manager leads the agency's business/operations, accounting, and finance-related tasks. The Finance and Operations Manager regularly exercises a high degree of independent judgment in providing various responsible and complex services.

### QUALIFICATIONS

Bachelor's degree or higher from an accredited institution with a major in finance, accounting, business, or closely related field. Three years of relevant experience (Public agency, for-profit, or non-profit experience is preferred). Two years of lead or supervisory experience.

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. Valid California Class C driver's license. Fingerprint clearance, criminal record background checks by the Department of Justice, and reference checks are required prior to employment.

### SALARY

\$68,550 to \$79,352 a year

### BENEFITS

Paid vacation, sick and holidays; comprehensive medical insurance, dental and vision coverage; life insurance; pension plan.

### APPLICATION

1. Letter of Intent
2. Resume

Submit documents via email no later than 02/03/2022 by noon :

Anali Manzano, Operations Officer

First 5 Madera County

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This is a fair employment practices agency, and position vacancies are open to all without regard to race, religion, ancestry, or sex.