



POSITION ANNOUNCEMENT

Finance & Operations Director

Reports to: Executive Director

Department: Administration

Employment Status and Work Schedule

Exempt, full-time position, 40 hours per work week. Some evening and weekend hours required.

About First 5 Contra Costa

First 5 Contra Costa helps young children grow up healthy and ready to learn during the most important time in their development. We have 25 years of experience funding innovative programs and advocating for policies that produce better futures for our children. Since our inception, First 5 Contra Costa has invested more than \$140 million in Prop. 10 revenues to programs and services that help Contra Costa's children get the best start in life.

Vision: Contra Costa's young children will be healthy, ready to learn, and supported in safe, nurturing families and communities.

Mission: To foster the optimal development of our children, prenatal through 5 years of age.

Core Values: Our everyday work is grounded in our commitment to diversity & inclusion, equity, cultural humility, and community partnerships.

Learn more at www.first5coco.org.

Position Summary

The Finance and Operations Director, under the direction of the Executive Director, oversees and directs administrative services including fiscal management and implementation, grants and contracts, and operations which includes human resources administration. This position is responsible for performing complex financial duties including but not limited to analytical assessment of strategic financial planning, long-term sustainability plans, projections, budgeting, fiscal controls for all aspects of the agency's finances, accounting, purchasing, audit, and employee and contract administration. The incumbent will be able to identify issues, weigh options, and provide effective financial counsel, to support sound business decisions that assist in achieving the goals of the agency's strategic plan.

The duties outlined below are the most significant responsibilities of the Finance and Operations Director including an estimated time spent in oversight of each area of responsibility. Demonstrated expertise in each area of responsibility is essential for effective performance in this position.

Supervisory Responsibilities

The position supervises the HR Manager, the Grants and Contracts Manager, the Accountant, and other assigned staff, including temporary and contracted staff.

Essential Duties and Responsibilities

Finance (80%)

- Be a strong partner to the Executive and Deputy Directors ability to gather and analyze data, identify problems and opportunities, and adopt appropriate solutions to advance the Commission's strategic and organizational tactical plan.
- Leads and coordinates the annual audit of the Commission's accounts; responds and assists in the examination and evaluation of accounting records and transactions working with external auditors.

- Oversees and manages all the Commission's funds, including trust accounts, credit accounts, receivable and payable accounts, and fund balance.
- Develops and manages fiscal activities including revenue projections, forecasting, multiyear cash flow, cost containment and distribution, grant funds disbursement, monthly and quarterly cash flows reports, and other accounting reports as needed.
- Leads the development of the Commission's annual budget and presents analysis of the operating budget including revenue and expenditure projections, including salary projections and ongoing evaluation of both administration and program expenditures.
- Serves as the agency's lead in understanding the OPEB (Other post-Employment Benefits) and actuarial cost methods and manages reviews and reporting on these areas.
- Serves as the agency's lead in developing and applying indirect costs and how they are allocated and reported across various funding streams.
- Ensures maintenance of statistical and accounting control records; oversees journal entries; fund transfers and other procedures required to initiate posting to general ledger; ensures quality control over financial transactions and reporting.
- Applies the principles of financial accounting for public organizations, including fund accounting and standards set by the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) and other regulatory bodies.
- Plans and executes sound financial management to develop and implement appropriate systems for financial cost controls, records, forms, policies, and procedures; update the organization's Consolidated Financial Policies and Procedures as needed, according to Commission recommendations and/or changes made by state or federal laws.
- Creates, analyzes, and maintains reports on budgets and budget processes, and prepares monthly, quarterly, and annual reports on all fiscal activities.
- Continuously monitors and evaluates the efficiency and effectiveness of the agency's fiscal methods, procedures, and processes to identify opportunities for improvement.
- Develops and presents financial reports to the Commission and sub-committees; support Commission committees as assigned.
- Plans, develops, and implements a financial sustainability plan including fund development and cost recovery strategies; develops and updates the Commission's Long-Term Fiscal Plan in collaboration with Executive Director.
- Approves and monitors payments to individuals, agencies, and vendors whose activities are sponsored by the Commission through an award, grant, or contract for professional services.
- Participates in meetings with management on large projects, evaluating fiscal aspects and implications, projections, cost savings, and sustainability outcomes.
- Provides guidance, direction, and training to fiscal and program staff and contractors to maximize budgets and funding.
- Manages, guides, and directs the Grants and Contracts team to ensure adherence to documented system of procurement policies and procedures.
- Provides oversight and guidance of procurement processes, systems, and controls to ensure efficiency, effectiveness and compliance with financial policies and regulatory bodies and laws.

Operations (20%)

- Guides and directs the organization's operational areas of Human Resources, Information Technology (IT), and Facilities.
- Mitigates risks and safeguard assets by ensuring that adequate insurance for the Commission includes professional, property, general liability insurances and workers compensation.
- Guides and supports administrative staff in the oversight of First 5 facilities including leases, subleases, relocation planning, and facility maintenance and improvements.

- Provides guidance and direction in the planning and implementation of the organization's IT goals to ensure proper maintenance and functioning. This includes long-term planning, management of external IT resources, IT security, ensuring effective internal/external communication, and resource capacity for effective operations.
- Collaborates with the executive team and Operations Manager in the planning, development and implementation of HR employee policies, updates to the Employee Handbook, and strategies identified in the People and Culture strategy of the organizational tactical plan.
- Provides guidance and direction in the implementation of employee benefit programs, including worker's compensation, medical insurance, 401K, and other benefit programs.
- Provides guidance and direction in the implementation of employee payroll and benefits accounting, procedures, and controls.

Knowledge and Abilities

- Strong conceptual and analytical skills, and systems thinking drawn from experience.
- Ability to gather, interpret, analyze, and evaluate data.
- Create statistical and data reports; design and produce charts, tables, and graphs.
- Demonstrated knowledge of the practices and principles of financial accounting for public organizations, including fund accounting and standards set by the Governmental Accounting Standards Board (GASB) and other regulatory bodies.
- Ability to apply sound administrative and financial management knowledge to maintain systems for financial record keeping and compliance.
- Experience working in or with a funding agency, with an understanding of fund allocation, requests for qualifications, contracting, procurement, and grant monitoring.
- Knowledge of fund development and opportunities for strategic revenue recovery for a public agency.
- Knowledge of and experience with budget development and analysis, long-range financial forecasting techniques, and reports.
- Knowledge of and experience with the operation of accounting software.
- Experience leveraging technology and systems automation to expand organizational capacity and efficiency.
- Knowledge of human resources operations; employment laws and regulations.
- Ability to effectively communicate with a variety of individuals including staff, county officials, community members, and Commission members in public settings.
- Must exhibit strong initiative, a high level of integrity and sound judgment, while working with minimum supervision.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Comfort and willingness to work with diverse opinions and perspectives.
- Ability to work a flexible work schedule depending on assignments and travel within and outside the county to attend meetings and conferences.
- Experience developing and successfully executing organizational long-term fund development and sustainability planning.

This job description describes the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties and expectations required of the position. Management reserves the right to add, modify, change, or rescind duties, responsibilities, and activities of the position.

Minimum Education and Experience Requirements

A bachelor's degree in accounting or finance from an accredited college or university; and a minimum of (7) years management experience, responsible for direct oversight and management of finance and administration departments, including staff supervision, performance evaluation, and team leadership and

management. Experience includes working with a variety of public, government, and nonprofit organizational structures.

OR

A master's degree; and (4) years management experience, responsible for direct oversight and management of finance and administration departments, including staff supervision, performance evaluation, and team leadership and management. Experience includes working with a variety of public, government, and nonprofit organizational structures.

Must possess a valid California driver's license and automobile insurance continuously throughout employment.

First 5 Contra Costa COVID-19 Vaccination policy

First 5 Contra Costa prioritizes the health and safety of our staff and has adopted the county's COVID-19 vaccination policy for all employees. To be compliant with this policy, all new staff members shall be required to provide proof of their vaccination status or exemption required documentation at the start of their employment.

Preferred, not required.

Experience working or living in Contra Costa County or the Bay Area.

Salary and Benefits: \$137,878.00 - \$167,591.00 Annually. First 5 Contra Costa offers a comprehensive benefits package.

How to Apply

Please submit your resume, a professional writing sample, and a brief letter of introduction that summarizes why you are ideally suited to this position. **Incomplete submissions will not be considered.**

Electronic submissions should include **Finance & Operations Director** in the subject line and be sent to HR@first5coco.org.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

Environmental Conditions

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also occasionally work in the field and may be exposed to cold and hot temperatures, and inclement weather conditions.

First 5 Contra Costa is an Equal Opportunity Employer.

First 5 Contra Costa is committed to providing a diverse and inclusive work environment for employees and welcomes applicants of all backgrounds. First 5 Contra Costa does not discriminate on the basis of race, religion (including religious dress or grooming), creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions) or gender, national origin, ethnicity, ancestry, citizenship, age, physical or mental disabilities, color, marital status, registered domestic partner status, sexual orientation, gender identity or gender expression, genetic information, medical condition, or any other basis protected by applicable law.