

**REDWOOD COMMUNITY ACTION AGENCY
FINANCE DIRECTOR**

POSITION PURPOSE

Under the direct supervision by the Executive Director, the Finance Director is primarily responsible to maintain a system of financial management and internal controls that: 1) assures the safe guarding of the Agency's assets; 2) maintains the fiscal integrity of the Agency; 3) maintains a General Ledger Accounting system based on Generally Accepted Accounting Principles; and, 4) assist with development of Agency projects, as appropriate

Since most of the operations within the Agency umbrella are funded with governmental contracts or grants, it is the responsibility of the Finance Director to assure that financial data meets compliance per Standards for Governmental Agencies, Programs, Activities and Functions issued by U.S. GAO and the Single Audit Act of 1984. This requires the preparation of financial reports that are within compliance standards set forth by funding award documents from a variety of sources. Activities are governed by OMB Circular A-110 for administrative requirements, OMB Circular A-133 for audit requirements and OMB Circular A-122 for cost principles.

In addition to supervising the Fiscal Division and its staff, the Finance Director will oversee all aspects of Property Management. The Finance Director will also oversee and be responsible for the Housing Rehabilitation Loan Program as loans become due and payable to RCAA.

ESSENTIAL JOB FUNCTIONS

Specific Tasks:

- Day to day management of the Finance Division and its staff.
- Gather, analyze and evaluate financial data and prepare complex reports.
- Prepare and present financial reports for the RCAA Board of Directors, the Executive Director and Division Directors for the purpose of managing their divisions and programs.
- Prepare monthly revenue and expense reports for all Agency contracts and grants.
- Prepare and review cost reports with Directors and Managers to assess expenditures, cost projections and progress towards contract or grant completion.
- Responsible for the staffing-related recommendations for the division, including: hiring, layoffs, disciplinary measures and terminations.
- Ensures that all internal controls are being met and effectively administered.
- Effectively manage the Agency cash flow.
- Conduct performance evaluations on all Finance Division staff.

JOB REQUIREMENTS

Knowledge of and Experience With:

- Generally accepted accounting practices and principles
- Computerized accounting systems (Abila) and demonstrated knowledge of Microsoft Windows Suite programs, including Word, Excel and Outlook.
- Personnel management; including performance evaluations, disciplinary actions and staff trainings
- All functions as they pertain to the daily operations of a fiscal office; running accounts payable, account receivables, payroll, and staff accountant duties

Ability to:

- Plan, organize and manage tasks of staff.
- Perform basic mathematical functions including computation of rate and percent, with demonstrated understanding of business financial concepts such as indirect costs, depreciation, cost allocation, deferred revenue, etc.
- Work well under stressful situations and/or deadlines

- Provide technical assistance and training to fiscal staff & non fiscal staff on financial procedures
- Lead, direct, supervise and positively motivate division staff.
- Oversee a large number of varied programs, projects and activities responsibly and effectively.
- Communicate clearly and efficiently, written and orally; and be competent in English grammar, punctuation and spelling.
- Organize and assimilate complex information and learn new tasks quickly.
- Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills in a culturally sensitive and appropriate manner.
- Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives, businesses, the community, and with individuals contacted in the course of work.
- Conduct self in a professional, courteous and cooperative manner at all times; and maintain a professional standard based on RCAA's Personnel Policies and Procedures Handbook and the Employee Code of Conduct
- Maintain a professional, confidential work environment.
- Have means and capacity to run job-related errands.
- Ensure and protect Agency, employee, program/projects, and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.
- Attend occasional out-of-town training sessions or meetings

MINIMUM QUALIFICATIONS

- BA or BS Degree in Accounting, Finance, Management, Business Administration or a related field.
- Five (5) years' experience in fiscal management.
- Three (3) years' experience supervising fiscal staff, other employees and/or volunteers.
- Experience and/or training that can be directly related to the required job responsibilities may be substituted for education on a year-for-year basis.

DESIRED QUALIFICATIONS

- Experience working with Abila Fund Accounting software.
- Experience with governmental and fund accounting.
- Experience with preparation necessary for a Single Agency Audit.
- Experience with Federal, State and local reporting requirements and regulations of funding sources.
- Familiarity with Non-profit Agencies.

OTHER REQUIREMENTS

- Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law.
- Must have means and capacity to perform job related duties with personal vehicle, as will be required, and must have proof of current automobile insurance.
- Possession of valid California Driver's License with current DMV printout showing acceptable driving record.
- Submit to fingerprinting for criminal record clearance and background checks with acceptable results.
- Proof of required education (i.e. AA, BA, MSW, etc.).
- Must have an effective means of communication at all times; a home or cell phone with the ability to accept voice messages

ESSENTIAL PHYSICAL ABILITIES

Employee must be able to provide the following with or without reasonable accommodation:

- Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
- Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
- Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
- Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

EXEMPT STAFF ONLY - This position is considered *exempt from overtime* according to The Department of Labor Laws; and as such, may occasionally include extended hours into the evenings and/or weekends.

PLEASE NOTE: This position is considered a “safety sensitive” job and will be subject to RCAA’s “Substance Free Workplace” policy. This policy is included in the Policies and Procedures Handbook and a more detailed brochure is available from the Human Resources Department which further outlines the policy.

EXECUTIVE DIRECTOR

DATE

DIRECTOR OF HUMAN RESOURCES

DATE

I have read, understand, and agree to perform the job functions as outlined above:

Print Name

Signature

Date

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER