



05/24

Community Action Partnership of Madera County

POSITION: CHIEF FINANCIAL OFFICER

DEPARTMENT: Fiscal

IMMEDIATE SUPERVISOR: Executive Director

SUPERVISES: Accountants – Program Managers

COMPENSATION: Range 40.5

FLSA: Exempt

DEFINITION: This position is responsible for the design, operation and control of effective administrative procedures related to accounting, payroll, cash management, property control, procurement and record maintenance; has primary responsibility for the planning, implementation, managing and running of all the finance activities and risk management of the Agency, including business planning, budgeting, forecasting and negotiations. Oversee all financial compliance for a complex array of government contracts and grants, including federal, state and local/private funding. Participate in policy development and strategic operations of CAPMC as a member of the senior management team.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

- Bachelor's degree in Accounting, Business Administration, or Fiscal Management, with courses in elementary accounting, intermediate accounting, and / or governmental accounting, business law and auditing.
- Master's degree and/or licensed Certified Public Accountant (CPA) or public accounting experience is preferred.
- Five years' progressively responsible accounting experience with duties involving the preparation, justification and analysis, or the control and administration of a budget or budgetary program, with a minimum of at least three (3) years in a responsible management or supervisory capacity. Leadership experience

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including the supervision of exempt level staff would be useful.

- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance and reporting. Technical knowledge of nonprofit accounting standards preferred.
- Developed risk management control and contingency plans.
- Demonstrated and proficient computer skills with computerized financial accounting systems, including spreadsheets and databases.

ABILITY TO:

- Have excellent verbal and written communication skills.
- Apply accounting principles and procedures.
- Plan, organize and direct the work of others.
- Analyze data and draw sound conclusions.
- Analyze situations accurately and adopt an effective course of action.
- Prepare clear, complete and concise reports.
- Apply principles and techniques of personnel management supervision, planning, organizing and directing the work of others.
- Use Microsoft Outlook, Teams, 365 products.

KNOWLEDGE OF:

- Principles and practices of state and federal government contracts, regulations, budgeting and leveraging funding, auditing, monitoring, and accounting systems and financial procedures.
- Principles of public and personnel administration as well as principles of business management.
- Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB), and Office of Management and Budget (OMB) Federal Uniform Guidance.
- Knowledge of federal and California program guidance methods and regulations especially Head Start, Community Services Block Grant (CSBG), California Department of Education (CDE), and California Office of Emergency Services (CAL OES)
- Results Oriented Management & Accountability (ROMA) ideas.
- Development of fiscal infrastructures, policies and procedures.
- Business development and funding.
- Organizational strategic plans, structures, and functions.
- Basic understanding of Human Resources (HR) and Information Technology (IT) infrastructures.
- Time management, team building, and teamwork.
- Analyzing data and financial outlooks.
- Accounting software on fund accounting, grant funding, application, managing, reporting, etc.
- Principles of procurement and property/inventory control.
- Vendor/contract management.
- Succession planning.
- Display a cohesive ability at interpersonal and communication skills, both verbally and written, including strong presentation skills.
- Engagement with staff at all levels of the organization and exercise sound judgement.

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CORE COMPETENCIES:

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation / mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development among all departments and community stakeholders.
- Ensures services are provided to all clients in a manner consistent with grant requirements and CAPMC mission, standards, values.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.

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- Promotes a team environment and teamwork.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

PROGRAM DUTIES

- Hires, trains, and provides leadership, direction and management to Accountants – Program Managers and fiscal team. Display ability/desire to work and solve problems as a team. Provide training, technical assistance and support to fiscal department staff through continued professional development training offered by funding sources, professional associations and consultants.
- Assures that CAPMC's procedures remain consistent with accepted accounting principles and the contractual requirements of contracts and grants.
- Provides budgetary report support to Executive Director, Finance Committee and CAPMC Program Managers, and will work with independent auditors and meet with all programs monitors as required.
- Provides information and assists the Executive Director, Program Managers and CAPMC Board Members concerning the financial system of the Agency.
- Conducts frequent written, telephone and in-person contact with staff and management along with regular written reports, emails, letters, and contact with federal, state, and local funding sources.
- Recommends strategic improvements to the Executive Director and members of the executive management team to ensure the integrity of the Agency's financial information.
- Manages the processes for financial forecasting and budgets and overseeing the preparation of all financial reporting.
- Advises on long-term business and financial planning. Oversees financial systems implementations and upgrades.
- Establishes and develops relations with senior management and external partners and stakeholders.
- Reviews all formal finance, HR and IT related procedures.
- Directs the fiscal planning, internal control, property control, and procurement procedures. Produces and maintains the CAPMC *Accounting & Financial Policies and Procedures Manual*
- Assists the Executive Director and Program Managers in the development of preliminary budgetary control.
- Attends and presents agenda items at Board of Directors' and Finance Committee meetings.
- Identifies and analyzes various business and financial risks and communicates recommendations to the management team and Board of Directors.
- Manages or oversees the working relationship with independent auditors.
- Directs the preparation of reports concerned with the financial status of the Agency and with special financial matters. Ensures timeliness, accuracy and usefulness of financial and management reporting for federal and state funders,

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local government, foundations, and agency Board of Directors; oversee the preparation and communication of monthly and annual financial statements.

- Coordinates audits and proper filing of CAPMC annual tax returns and information. Produces the Agency's annual audited financial statements, in final format according to GAAP and FASB requirements. Provides independent auditors with financial reports and other supporting worksheets or documents necessary to complete the Agency audit, 403(b) retirement audit, and annual tax and information returns.
- Develops and adjusts cost pools, Agency cost allocation methodologies and produces/prepares the indirect cost rate for the Agency and its various programs. Submits the final and proposed indirect cost rate proposal to CAPMC's cognizant Agency Division of Cost Allocation and negotiates final and proposed rates.
- Ensures legal and regulatory compliance regarding all financial functions.
- Prepares revenue and expenditure estimates.
- Supervises accounting functions of the Agency, including payroll, accounts receivable and payable and related accounting activities.
- Reviews accounting reports prepared by subordinates.
- Designs operation and control of an effective procurement system.
- Implementation and administrative review of employee benefit package.
- Administers and has fiduciary responsibility for the Agency's 403(b) retirement plan. Maintains and reviews retirement and flexible benefit plan annual accounting and reporting.
- Identifies and manages business risks to maintain the level of insurance coverage as required by funding sources or regulatory authorities.
- Updates insurance coverage as needed to incorporate program changes and arranges for timely renewal of all necessary insurance coverage.
- Submits audits to CAPMC's Board and funding sources as required.
- Oversees cash flow planning and ensures availability of funds as needed; maintains cash management system. Establishes and maintains all banking relationships.
- Accomplishes all work and documentation consistent with the Agency's established procedures.
- Supervises and evaluates staff.
- Preparation of monthly reports to funding sources, department program managers, Policy Council/Committees, Finance Committee and Board of Directors.
- Budget development, budget projections, control and monitoring of assigned programs.
- Reviews assigned ledgers monthly.
- Assists Executive Director with funding for all agency technology decisions, including network administration and agency software application needs and planning.
- Supports maintenance of computer LAN and WAN network, agency website and intranet, workstations, accounting software and other software applications. Plans implementation of upgrades and testing new networks, hardware and software installations.
- Performs related work as required.
- Other tasks assigned by the Executive Director.

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OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. Children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, debarment clearance and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to always ensure maximum safety for oneself, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.

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- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Driving: Driving is the operation of a motorized passenger vehicle or other vehicle such as forklifts, golf carts, riding mowers.
- Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Fine Manipulation: Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- Foot or Leg Controls: Use of one or both feet or legs to move controls on machinery or equipment. Control includes, and is not limited to, pedals, buttons, levers, or cranks.
- Gross Manipulation: Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- Hearing Requirements: The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes in person speech, other remote speech, other sounds, telephone, video conference.
- Keyboarding: Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- Kneeling: Bending legs at the knees to come to a rest on knee(s).
- Lifting or Carrying: Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms or wearing it on the body.
- Pushing or Pulling: Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- Reaching at or below Shoulder Level: Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.

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- Reaching Overhead - Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- Repetitive Motions: Making frequent on continuous movement.
- Alternate Standing/Sitting at Will: The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- Sitting: Remaining in a seated position.
- Speaking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Standing or Walking: Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- Stooping: Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- Near Visual Acuity: Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- Far Visual Acuity: Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.