

DIRECTOR OF FINANCE

Sacramento non-profit is in search of a Director of Finance to oversee our Finance Department. Incumbent will report to the President/CEO and supervise a team of direct reports that manage all accounting operations.

About Us: Our mission is to improve the lives of people with mental health and substance use disorders by helping health professionals, health organizations and purchasers of health services.

To achieve our mission, we rely on revenues from a wide array of sources such as counties, the State of California, foundations, for-profit organizations, federal funds, and event registrations. Therefore, this position requires someone with the ability to analyze contracts and grants to ensure compliance with stated obligations. Experience with non-profit fiscal management and governance is a requirement.

What You Will Be Doing: This is a hands-on supervisory position in which you, in partnership with the President/CEO, will be responsible for knowing the full scope of financial operations from data-entry detail to all aspects of financial management of the organization. You will be required to understand the financial health of individual projects and provide financial input on how improvements can be made to ensure sustainability. Additionally, you will be tasked with overseeing the annual non-profit audit and presenting quarterly financial reports to internal Program Directors and Board Committees, as well as to the full Board of Directors.

The optimal candidate for the position will have a mission-driven mindset, as well as the ability to manage the finances of the organization through a lens of seeing the organization as a business with a social mission. The Director of Finance will also possess a creative and innovative mindset regarding the use of technology to streamline accounting processes and will have the ability to establish cooperative, collaborative relationships with Program Directors, assuring exemplary internal customer service support.

Duties for this position include but are not limited to the following functions:

Contract Management

- Collaborate with Contract Administrator to ensure contracts are processed accurately, with efficiency, and with risk mitigation in place.
- Review contracts and their associated budgets to ensure company assets are protected.
- Ensure sales and purchase orders are properly entered into accounting software.
- Identify federal funds to ensure proper reporting.
- Provide guidance on issues that are outside of standard workflows.

Accounts Receivable

- Review invoices to ensure accuracy.
- Work with AR staff to address overdue invoices to ensure payments are received.
- Coordinate with AR staff on month close.
- Provide guidance to accounts receivable staff.

Accounts Payable

- Maintain corporate credit card inventory and oversee staff in the preparation of monthly credit card reconciliations and expense claims.

- Review weekly check runs to ensure bills are entered into the appropriate accounting cycle, properly coded to general ledger and project codes, and that payments have been approved by responsible parties.
- Review all electronic disbursements for accuracy and prepare entries when necessary.
- Conduct final execution of disbursements made via Concur, Bill.com and ACH.
- Import transactions from 3rd party payment portals into accounting software and make manual entries when needed.
- Provide guidance to AP staff when corrections are necessary.

Payroll

- Work with payroll clerk to coordinate payrolls.
- Understand the payroll cycle and create payroll accruals and offsets.
- Post retirement contributions to general ledger.
- Prepare and import payroll data into accounting software.
- Record benefits payments in general ledger.
- Balance payroll cycles to ensure accuracy.

Budgeting

- Work with Senior Accountant to ensure budgets are entered into the accounting system.
- Prepare budget to actual reports for stakeholders.
- Monitor budget to actual reports and understand the nature of variances.
- Prepare the overhead budget.
- Prepare budget templates and make modifications for unique situations.
- Present rolled-up organizational budget to Board of Directors.

General Accounting and Administration

- Manage monthly closing process by collaborating with the finance team and preparing journal entries with Senior Accountant.
- Review reconciliations to ensure accuracy.
- Oversee processes, identify bottlenecks, and make improvements, as necessary.
- Prepare ad-hoc accounting reports for project staff and other stakeholders.
- Create general ledger and project codes across all resources to track new projects.
- Prepare allocations journal entries and import into accounting system.
- Work with insurance agency to maintain all insurance policies, such as D&O, Professional, General Liability, Workers Compensation and Cyber.
- Maintain bank relationships and serve as administrator.
- Recruit, train, and supervise a 4-person finance staff.
- Prepare special management and finance reports for President/CEO as needed
- Ensure that corporate filings with SAM, CA Secretary of State, and CA Attorney General's Registry of Charitable Trusts are up to date.

Position Requirements

- Bachelor's degree in finance, accounting, business administration is required and preference will be given to candidates with a master's degree in accounting/finance, MBA, or CPA.
- Minimum of 8 years' experience overseeing an accounting department in a non-profit environment with revenues of at least \$8 million and a staff of 25 or more is required.
- Possess an entrepreneurial mindset and excellent critical thinking skills.

- Experienced in federal funding reporting requirements, Single Audit Act requirements, and the 2 CFR 200 Uniform Guidance is required.
- Ability to collaborate and cooperate with Program Directors.
- Skilled in all aspects of running an accounting department including but not limited to AR, AP, Payroll, etc.
- Experienced in preparing financial reports including P&L, Balance Sheet, etc.
- Proficient in presenting financial reports to Board of Directors and Board Committees in a clear and precise manner.
- Experienced in working with independent auditors on annual audit and tax filings (i.e., 990, 199, etc.).
- Adept in explaining complex concepts to non-technical audiences yet able to engage in technical details when the need arises.
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP) required.
- Proficient in accurately posting journal entries.
- Proficiency in Microsoft Office Suite applications, Adobe Acrobat, project management tools, virtual meeting platforms (TEAMS, Zoom, Go-to-Meeting), QuickBooks Enterprise, various databases, and relevant software applications.
- Skilled in contract analysis and able to negotiate to mitigate risk.
- Experienced in overseeing budgeting cycle and able to predict where variances may exist.
- Results-driven and capable of managing multiple priorities in a dynamic environment.
- Proven ability to plan, organize, lead and control workflow and projects.

Compensation and Benefits

- \$140,000-\$160,000/year
- Medical, Dental, and Vision Insurance (100% paid for employee/70% paid for dependents)
- Employee Assistance Program
- Company Paid Life Insurance and Long-Term Disability Plan
- 403(b) Retirement Plan with company match based on fiscal year performance
- 13 Paid Holidays, plus 5-day paid Winter Break and 5 days Admin time of personal choice
- Generous Paid Vacation and Sick Time

Work Location

Must reside in California. This is a hybrid exempt position requiring the flexibility to commute to our Sacramento office at least twice per week or as necessary.

EEO Statement

Cultivating an inclusive staff and a sense of belonging is central to our organization's focus on advancing equity. Our core values are Recovery and Resiliency, Anti-Racist, Innovation, Continuous Improvement, Customer Commitment, Cultural and Linguistic Inclusion, Outcomes-Driven, and Health Equity and we believe a diverse and inclusive environment inspires unity, respect, and passion for our work and one another. We are interested in hearing from people who can work with colleagues of varied experience and backgrounds. We are an equal-opportunity employer, candidates from all backgrounds are considered, and as an organization that values equity and inclusion, we highly encourage people of color, women, LGBTQ+ individuals, and veterans to apply.

To Apply: If you want to learn more about this position and meet the qualifications, please submit your resume and cover letter to hrmanager@cibhs.org