



**Job Title:** Vice President of Operations and Finance

**Reports to:** Chief Executive Officer

**Job Status:** Salaried / Exempt / Full Benefits

**Job Summary:** As a key member of the executive management team, the VP of Operations & Finance will work closely with the CEO and the Board of Directors to develop and implement strategic goals and key initiatives across the agency. S/he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace with five (5) senior managers directly reporting to the VP of Operations & Finance.

### *Primary Responsibilities*

#### **Financial Planning and Strategic Guidance**

- Responsible for monitoring implementation of the Strategic Plan.
- Represent Community Action Marin to financial partners, foundation executives, auditors, public officials, etc.
- Oversee cash, investment, and asset management to ensure availability of funds as needed
- Coordinate the development and monitoring of budgets.
- Engage the finance committee of the board of directors to develop short-, medium-, and long-term financial plans and projections.

#### **Accounting & Compliance**

- Oversee the Accounting department to ensure proper maintenance of all accounting systems and function.
- Oversee maintenance of appropriate internal controls and financial procedures.
- Ensure timelines, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and board of directors.
- Oversee the preparation and communication of monthly and annual financial statements.
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.
- Remain up-to-date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Explain and interpret policies, procedures, regulations and formulas concerning grants to Program Directors and Board of Directors ensuring activities comply with grants guidelines and agency policies

#### **Human Resources**

- Supervise the HR Director to ensure that hiring practices meet legal requirements and organization procedures.
- Ensure that employee trainings and orientations for staff and board are up-to-date.

#### **Office Management**

- Supervise the Office Manager, ensuring purchasing of common supplies and equipment for office and kitchen materials.

- Search for ways to more efficiently conduct business as an agency.
- Oversee that the common entryway, reception area, kitchen and conference rooms serve the needs of staff, clients and visitors.
- Negotiate with vendors for office supplies, seeking ways to save the Agency funds.
- Oversee employee appreciation and recognition events and initiatives including the annual holiday party.

### **Facilities**

- Oversee the Facilities Department and ensure the maintenance of all organization facilities.
- Oversee building leases, and act as the agency's point of contact with landlords.

### **Information Technologies**

- Supervise IT manager and oversee procurement and maintenance of equipment.
- Work with program and accounting staff to ensure that client and fiscal databases best serve the needs of the agency.
- Search for new and innovative ways to integrate technology into the agency's business at every level.

### **Required Qualifications**

- A minimum of a BA in Accounting/Finance/Business Administration; a CPA and/or MBA would be a plus
- At least five (5) years' experience in a management role, preferably with experience in a nonprofit with a budget of at least \$10 million and/or a highly regulated industry.
- Experience partnering with executive staff, resulting in the development and implementation of innovative fiscal, management and operational strategies.
- Demonstrated experience implementing operational changes at a large organization.
- Experience in or knowledge of nonprofit fiscal management and government contracts.
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Ability to work collaboratively with staff and contractors at all levels.
- Well-developed organizational skills and attention to detail.
- An innovative mindset that values teamwork and collaboration internally.
- High proficiency at with common accounting software and Excel.
- A strong commitment to social justice, equity and CAM's mission to provide high-quality programs to serve low-income individuals and families.

### **Desired Qualifications**

- Experience serving on or working with a non-profit Board of Directors, specifically around implementation of a strategic plan.
- Experience negotiating with a range of vendors.
- Experience working with government entities at the federal, state and local level.
- Experience with federal, state, and local funding sources. i.e. Head Start, CA State PreK, and Foundations.

### **Physical Requirements**

- Lifting, raising or lowering an object from one level to another (including upward pulling) 10-25 lbs.
- Standing, sitting and walking intermittently
- Sit stationary at a desk for extended periods of time
- Ability to operate office equipment (computer, phone system, fax and copy machines)
- Ability to reach overhead, grasp, stoop; push and pull objects such as file cabinet drawers