

**FIRST 5 KERN  
KERN COUNTY CHILDREN AND FAMILIES COMMISSION**

**Job Description**

Position Title: Administrative Finance Specialist

Appointing Authority: Executive Director

Employment Classification: Exempt

Fundamental Objective: Under direction the Administrative Finance Specialist provides professional level support to the Executive Director and to the Commission in its mission to promote, support and improve the early development of children from the prenatal stage to five years of age.

Major Duties and Responsibilities:

Prepares, processes and maintains payroll, accounts receivable, accounts payable, personal leave and travel reimbursement documents and records; prepares and processes employment documents, including those for new hires; maintains personnel files, personal leave time, terminations and changes in employment status and compensation; administers employee benefits, including life insurance, employee education claims, short-term disability and deferred compensation (reports exclusively to the Executive Director concerning human resources matters).

Assists in the administration of contracts and consultant services, assists in the external audit, maintains and updates the Policy and Procedures manual; collects monies, writes receipts and makes deposits; manages purchasing cards; maintains office inventory records; assists in the development and administration of the budget.

Assists the Accountant and/or the Chief Finance Officer in the financial planning, analysis, record keeping and reporting functions of the Commission; receives and evaluates financial data and reports.

Monitors, reviews, evaluates and reports on the financial aspects of programs and services of funded agencies, working closely with the Program Officer; reviews contract program services; makes recommendations; monitors contract program financial performance against projected performance to ensure that program objectives are met; conducts site visits; recommends corrective action if necessary.

Provides technical assistance to contractors and others whose work addresses the objectives in the Strategic Plan; facilitates collaboration of efforts by contractors and stakeholders; assists funded agencies with program development, implementation and evaluation.

Serves as staff support to the Commission and attends Commission and committee meetings as required; represents the Commission and the Executive Director at meetings and conferences as directed.

Assists in maintaining cooperative relationships with community organizations, educational

institutions, health care providers, childcare providers, social service agencies and others; may assist in preparing and making presentations to the public and associated agencies to communicate program objectives and activities.

Performs other duties as assigned by the Executive Director. These duties may include but are not limited to the preparation of payroll and payment of invoices. Assists the Executive Director in the creation and maintains personnel files and any related personnel matters; controls access to confidential files.

Minimum Qualifications:

Bachelors degree from an accredited institution with a major in Finance, Accounting, Business, Public Administration, Social Work, Early Childhood Development, Health Sciences, or a closely related field. A minimum of 8 years of increasing financial responsibility coupled with 30 college units in accounting or related fields may substitute for the college requirement.

Experience as a Finance Specialist, Finance Officer, or other similar position with a public or non-profit agency preferably a local Proposition 10 commission may substitute for the college requirement.

Must have a valid California driver's license, acceptable DMV printout, and adequate car insurance coverage.

Special Requirements: Ability to work a flexible work schedule depending on assignments and to travel within and outside the County to attend meetings and conferences.

Knowledge Of:

California Children and Families Act of 1998 (Proposition 10) and local implementing legislation.

Program administration, evaluation and reporting; preparation and administration of budgets, grants and contracts; financial and asset management and reporting; financial leveraging; accounting and auditing principles, theories and procedures; statistical and research methods.

Effective research and analytical techniques and practices; statistical methodology and analysis; technical and business writing; preparation and administration of budgets, grants and contracts.

Basic understanding of human resources, employment and compliance issues.

Ability To:

Gather and analyze data; prepare clear, concise and effective reports and recommendations; analyze complex problems, consider alternatives, project consequences and adopt appropriate solutions.

Communicate effectively with individuals and groups. Work effectively and collaboratively with a broad range of agencies, communities and individuals, including officials from service providers and other agencies, volunteers, and the general public.

Understand, interpret and apply pertinent provisions of laws and rules.

Exhibit initiative, integrity and sound judgment; coordinate multiple activities; work with minimum supervision; maintain confidentiality; organize work, set priorities, meet critical deadlines and follow up on assignments; understand and follow oral and written instructions;

Use a personal computer or other automated equipment and up-to-date software programs; use the Internet and related technology to do research, to exchange information, to update on-line websites and to perform other related tasks.

Follow safe work practices as directed and trained.

Health Requirements: Completion of physical and substance abuse screening may be required by the Commission upon employment.

Salary Range: *Refer to Salary Step Schedule*

To Apply: Please submit your resume to: Executive Director  
First 5 Kern  
2724 L Street  
Bakersfield, CA 93301

Approved 05/19/10