

# KERN COUNTY CHILDREN AND FAMILIES COMMISSION

## Job Description

Position Title: Chief Finance Officer

Appointing Authority: Executive Director

Employment Classification: Exempt

Fundamental Objective: Under the direction of the Executive Director, the Chief Finance Officer manages the financial operations of the Commission and supports 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:

Develops and implements plans for financial reporting, contracts management, grants management, external claims reimbursements, fiscal leveraging, and auditing activities; plans, develops, implements and manages cash management and investment policies and programs; prepares and oversees contracts, resolutions, leases, agreements, payments, notices and reports.

Implements and manages a comprehensive and coordinated plan to achieve and maintain revenue stability and program sustainability.

Works closely with the Chief Program Officer to oversee the reporting on programs and services of funded agencies; as well as, the development of Requests for Proposals, Requests for Qualifications, or other procurement tools; assists in the preparation of contracts and other documents. Prepares contracts, resolutions, notices and reports; assists the Chief Program Officer with other duties as identified.

Assists with the management of financial functions, as assigned, such as financial planning and analysis, management analysis and contracts management, employee compensation and benefits programs, and facilities management.

Obtains, interprets and implements changes in state, federal, and local laws, regulations, policies and directives.

Serves as staff support to the Commission and attends Commission and committee meetings as required; supervises subordinate staff; represents the Commission and the Executive Director at meetings and conferences as directed; represents the Executive Director in his/her absence as directed; does research; collects, tabulates and evaluates information; performs special studies.

Assists in maintaining cooperative relationships with community organizations, educational institutions, health care providers, childcare providers, social service agencies and others; prepares and makes presentations to the public and associated agencies to communicate program objectives and activities.

Performs other duties as assigned.

Minimum Qualifications:

Masters Degree from an accredited college or university in Public or Business Administration, Accounting, Finance or related field and 3 years of experience performing tasks involving budget preparation, financial analysis, evaluation and reporting systems, or closely related work. Substantial subject matter knowledge demonstrated by experience in financial management, in addition to a Bachelors degree, may be substituted for the Masters degree.

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

Special Requirements:

Ability to work 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 First Act of 1998 (Proposition 10) and local implementing legislation and ordinances.

Preparation and administration of budgets, grants and contracts; effective business writing; state, county and community political and policy-making processes; effective communication and public presentation methods and skills.

Principles, theories and practice of public finance; governmental accounting and budgeting; principles and practices of supervision and training, statistical and research methods; financial reporting.

Development and implementation of appropriate systems for accounts, records, forms and procedures; analysis and verification of financial records and documents;

Ability To:

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

Communicate effectively; meet and deal tactfully with the public and others; develop and maintain effective working relationships.

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;

Understand, interpret and apply pertinent provisions of laws, rules, policies, procedures, legislation and other 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, and to perform other related tasks.

Supervise, train and evaluate subordinate staff.

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