

FIRST 5 KERN
KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Job Description

Position Title: Finance Officer

Appointing Authority: Executive Director

Employment Classification: Non-exempt

Fundamental Objective: Under direction the Finance Officer 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.

Distinguishing Characteristics: This is the journey level in the two-level Finance Officer classification series. Positions in this class perform responsible and complex assignments in all phases of the Division's work. This position is distinguished from the Senior Finance Officer position in that the Finance Officer performs tasks with a higher degree of oversight, and rarely supervises other employees. Promotion to Senior Finance Officer may be considered on a merit basis, subject to approval by the Executive Director and with appropriate budgetary authority.

Major Duties and Responsibilities:

Assists in the implementation of plans to achieve and maintain revenue stability and program sustainability; assists with plans for fiscal leveraging, financial reporting, contracts management, grants management, external claims reimbursements, budgeting and auditing activities.

Assists in the financial planning, analysis, record keeping and reporting functions of the Commission; receives and evaluates financial data and reports; reviews financial transactions.

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.

Assists in the preparation and presentation of audits and other financial reviews; assists in the development of Request for Proposals, Request for Qualifications, or other procurement tools; assists in the preparation of contracts and other documents. Prepares contracts,

resolutions, notices and reports. Assists in arranging leases, agreements, contracts and payments. Prepares correspondence.

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; prepares letters, reports and technical documents; does research; collects, tabulates and evaluates information; reviews grant proposals and makes recommendations; 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

Obtains, interprets and implements changes in state, federal, and local laws, regulations, policies and directives; assists in development and administration of the Commission's budget; assists in the administration of contracts and consultant services; monitors programs on contract between the Commission and community service providers.

Performs other duties as assigned.

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 Masters degree is desirable.

Two years of paid professional financial management experience working in a public agency or non-profit corporation.

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 and techniques.

Effective communication and public presentation methods and skills; principles and practices of public administration; statistical methodology and analysis; effective research and analytical techniques and practices; effective technical and business writing; state, county and community political and policy-making processes.

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

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