**KERN COUNTY CHILDREN AND FAMILIES COMMISSION**

**Job Description**

<table>
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<tr>
<th>Position Title: Administrative Finance Manager</th>
<th>FSLA Status: Full Time, Exempt</th>
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<td>Reports To: Finance Director</td>
<td>Salary: See salary schedule</td>
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*Starting salaries typically fall in the lower half of the salary range; however, they are ultimately determined by the scope of the position, the candidate’s relevant experience, and internal equity.*

**Background:**

At First 5 Kern, our vision is that one day all Kern County Children will be born into and thrive in supportive, safe, loving homes and neighborhoods and will enter school healthy and ready to learn. We have built a strong reputation as an expert and advocate for children, prenatal to 5 years old, and their families. Working in partnership with the programs that receive First 5 Kern funds and local community partners, the lives of thousands of Kern County Children and families have been positively impacted.

Established through a tax on tobacco products, First 5 Kern is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10). Our mission is to strengthen and support the children of Kern County 0 to 5 years old and their families. We accomplish this by empowering providers through the integration of Services with an emphasis on Health and Wellness, Parent Education and Support Services, and Early Child Care and Education.

**Benefits:**

We offer a comprehensive benefits package that includes but is not limited to Medical, Dental, & Vision Coverage, Employer Paid & Voluntary Life & AD&D Insurance, Long-Term Disability Insurance, Retirement Plans, and more. We also offer generous paid time off and 12 paid holidays per year.

**Position Description:**

The Administrative Finance Manager will be responsible for coordinating various administrative and financial functions, including contract management, policy and procedure manual maintenance, and budget administration. The coordinator will also manage employee onboarding and exit processes, payroll, benefits administration, and other Human Resources (HR) related functions. Additionally, the Administrative Finance Manager will be responsible for ensuring compliance with labor and employment laws, workplace safety, and performance evaluation processes.
Essential Duties and Responsibilities:

**Contract Management:**

- Monitor and evaluate financial aspects of programs and services of funded agencies.
- Assist in the administration of contracts and consulting services, external audits, and maintain policy and procedures manuals.
- Review funded program services and make recommendations to ensure program objectives are met.
- Provide technical assistance on First 5 Kern’s fiscal module of the internal evaluation system.
- Monitor funded program’s financial performance against projected performance and recommend corrective action if necessary.
- Provide fiscal technical assistance to contractors and stakeholders in program development, implementation, and evaluation.

**Financial Management:**

- Work with the Finance Director to receive and evaluate financial data and reports.
- Assist with the annual audit.
- Prepare and make presentations to the public and associated agencies to communicate program objectives and activities.
- Research and analyze materials for information to develop written documentation and/or reports.
- Using the agency accounting system, receive, verify, and process incoming accounts payable invoices, ensure proper coding, and timely payment.
- Manage encumbrances and liquidations in agency accounting system.
- Create and maintain accounts payable electronic files.
- Manage employee reimbursements, review, verify, document, and issue payments.

**Human Resources and Payroll Administration:**

- Coordinate pre-employment checks/verifications (e.g., references, Livescan).
- Onboard staff according to established procedures.
- Coordinate with Administrative Assistant to order business cards, name badges, etc.
• Enter all new hire information into the online payroll and deferred compensation systems.

• Provide exiting employees with notices required by law.

• Coordinate health care, retirement plan, life insurance, and other benefit enrollment and re-enrollment and distribute related communications to staff.

• Coordinate COBRA notifications with 3rd party provider.

• Develop annual payroll schedule and holiday calendars.

• Review and enter bi-weekly payroll and deferred compensation to ensure all appropriate documentation is complete and approved before submission.

• Answer employee inquiries related to the online payroll system and retirement account system, and liaise with representatives from those systems to troubleshoot employee questions and systems issues.

• Track and manage paid time off accruals and deferred compensation contributions.

• Support the development of HR related agency policies and procedures, aligning with new laws and best practices for family-friendly workplaces.

• Support compliance with federal and state labor and employment laws, employee relations matters, and general workplace safety.

• Maintain safety plan and review regularly for any updates.

• Support the regular review of the employee handbook, personnel policies, and related procedures. Draft recommended updates on new or revised policies and procedures.

• Support staff training and compliance needs (e.g., sexual harassment prevention, CPR, etc.) and proactively identify professional development opportunities.

• Maintain HR desk manual to document internal procedures for the position.

• Coordinate and document staff performance evaluation process.

• Provide federal, state, and insurance reporting and audits.

**Other:**

• Participate in strategic plan development and implementation.

• Attend Commission and committee meetings as required and represent the Commission and Executive Director at meetings and conferences as directed.

• Prepare reports as required.

• Manage special projects and perform other duties as required.
Desired Minimum Qualifications:

- A bachelor’s degree in finance, accounting, business administration, or a related field. Experience in a similar position with a local Children and Families Commission may substitute for the college requirement year for year.

- Four years of paid professional experience working in a social service agency, division, or major program area, preferably involving the provision of services to children and families.

- Minimum of 2 years of experience in human resource-related work. Knowledge of HR laws and regulations.

- Strong understanding of financial planning, analysis, record-keeping, and reporting functions.

- Experience in contract administration, external audits, and policy and procedure development.

- Excellent communication and interpersonal skills, and ability to work collaboratively with internal and external stakeholders.

- Strong organizational and time-management skills, with ability to multitask and prioritize effectively.

Knowledge, Skills & Abilities:

- Ability to maintain confidentiality and work with sensitive information.

- Supports change management, effective agency structures, communication, and culture.

- Ability to learn early childhood development theories and practices, including research-based, best, and emerging practices.

- Knowledge of administrative and office procedures and systems such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), managing files and records, and designing forms.

- Ability to promote teamwork and program integration within and across program strategies.

- Work collaboratively with staff, community agencies and stakeholders.

- Demonstrate cultural awareness and sensitivity in a variety of contexts.

- Communicate effectively orally and in writing to staff, the Commission, and the public.

- Communicating with people outside the organization, representing the organization to funded programs, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

- Gather and analyze data; prepare clear, concise, and effective reports and recommendations; analyze complex problems, consider alternatives, project consequences, and adopt appropriate solutions.
• Exhibit initiative, integrity, and sound judgment; coordinate multiple activities; organize work, set priorities, meet critical deadlines, and follow up on assignments; understand and follow oral and written instructions.

• Mission-driven and self-directed, with a demonstrated passion for First 5 Kern’s work to strengthen and improve child outcomes.

Work Environment:

• Some travel, primarily within the County and State to attend various meetings and seminars.

• Requires working some evenings and weekends.

• Work is sometimes physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds (e.g., easels, flip charts, refreshments, brochures, etc.).

• Possession of a valid California driver’s license, acceptable DMV printout and adequate auto insurance coverage.

EOE Statement:

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation." First 5 Kern County strongly encourages women, people of color, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.