**KERN COUNTY CHILDREN AND FAMILIES COMMISSION**

**Job Description**

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<th>Position Title</th>
<th>FSLA Status</th>
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<td>Finance Director</td>
<td>Full Time, Exempt</td>
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<th>Reports To</th>
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<tr>
<td>Executive Director</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 by integrating 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 Finance Director is a key member of the First 5 Kern Leadership Team (along with the Executive Director and Evaluation and Program Director), reporting to the Executive Director. Collaborating to align programmatic and evaluation work with the organization’s vision and goals. The Finance Director is responsible for developing and implementing plans for financial reporting, contracts management, grants management, external claims reimbursements, fiscal leveraging, and auditing activities. They will be responsible for planning, developing, implementing, and managing cash management and investment policies (if applicable) and programs. The Finance Director will also oversee contracts, leases, agreements, payments, notices, and reports.
**Essential Duties and Responsibilities:**

- Implement plans to achieve and maintain revenue stability and program sustainability.

- Develop plans for fiscal leveraging, financial reporting, contracts management, grants management, external claims reimbursements, budgeting, and auditing activities.

- Lead and collaborate for the development and administration of the Commission budget; assists internal functions and departments with budget development and meeting and maintaining financial solvency; serve as a resource for forecasting, planning, and capital and operating budgeting; prepare the final budget. This includes ensuring that spending is within budgeted limits and providing that information to leadership.

- Oversee financial record-keeping and reporting functions of the Commission. Receive and evaluate diverse financial data; supervise the development of various financial and operational reports. This includes analyzing financial data to ensure accuracy and completeness and providing recommendations for improvement.

- Monitor, review, evaluate, and report on the financial aspects of programs and services of funded agencies.

- Oversee and manage the preparation and presentation of audits and other financial reviews.

- Oversee and contribute to the development of Request for Proposals, Request for Qualifications, or other procurement tools.

- Develops and maintains relationships with community partners, stakeholders, and government agencies as needed to carry out evaluation plans.

- Develops and provides training and technical assistance to build the capacity of other First 5 Kern staff and partners and funded programs to engage in fiscal management and reporting.

- Participates in agency strategic planning process with a focus on fiscal needs.

- Represent the Commission and the Executive Director at meetings and conferences.

- Maintain cooperative relationships with community organizations, educational institutions, health care providers, childcare providers, social service agencies, and others.

- Obtain, interpret, and implement changes in state, federal, and local laws, regulations, policies, and directives.

- Assist in the administration of contracts and consultant services as needed.

- Oversee the management of funded programs on contract between the Commission and community service providers.
In collaboration with the Executive Director, the Finance Director oversees the Human Resource functions of the organization. This includes developing and implementing policies and procedures related to recruitment, retention, performance management, and employee relations.

The Finance Director is responsible for managing the finance team, providing leadership and direction to ensure that the team performs at a high level. This includes recruiting and training team members, setting performance targets, and providing feedback and coaching to ensure that team members meet or exceed expectations.

Perform other duties as assigned.

Desired Minimum Qualifications:

- A Master’s degree or equivalent in finance, accounting, business administration, or a related field. Substantial subject matter knowledge demonstrated by experience in program management, in addition to a Bachelor’s degree, may be substituted for the Master’s degree.

- Six 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.

- 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.

Knowledge, Skills & Abilities:

- Provide leadership and effectively organize, coordinate, and supervise professional and administrative staff.

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

- 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.

- Establish and maintain effective working relationships with staff throughout the organization.

- Demonstrate cultural awareness and sensitivity in a variety of contexts.
- Demonstrated commitment to issues of equity, diversity, and cultural competence in early childhood system building.

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

- Facilitate groups and manage meetings effectively.

- 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 and 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.

- Ability to maintain confidentiality and work with sensitive information.

- Ability to train and supervise subordinate staff.

**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.