Job Description

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<tr>
<th>Position Title: Senior Finance Manager</th>
<th>FSLA Status: Full Time, Exempt</th>
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<td>Reports To: Finance Director</td>
<td>Salary: $79,343 - $105,346 annually*</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 Senior Finance Manager will perform the most complex financial assignments in all phases of the agency’s work. They will assist in the implementation of plans to achieve and maintain revenue stability and program sustainability, provide technical assistance to contractors and stakeholders, and supervise support staff assigned to assist with these activities. This role provides contract management, budget administration, and technical assistance to funded agencies. The Senior Finance Manager works closely with the Finance Director on the oversight of external audits and state annual fiscal reporting. The Senior Finance Manager will also assist in maintaining cooperative relationships with community organizations and attend Commission and committee meetings as required.
Essential Duties and Responsibilities:

- Develop plans for fiscal leveraging, financial reporting, contracts management, grants management, external claims reimbursements, budgeting, and auditing activities.
- Assist in the financial planning, analysis, record-keeping, and reporting functions of the Commission.
- Monitor, review, evaluate, and report on the financial aspects of programs and services of funded agencies.
- Manage financial components of specialized funding streams, including budget development.
- Reviews financial reconciliations for accuracy.
- Provide technical assistance to contractors and other stakeholders whose work addresses the goals and objectives in the Strategic Plan.
- Assist in the preparation and presentation of audits and other financial reviews.
- Assist in the development of Request for Proposals, Request for Qualifications, or other procurement tools.
- Coordinate the preparation of contracts, notices, and reports.
- Serve as staff support to the Commission and attend Commission and committee meetings as required.
- May supervise subordinate staff.
- Represent the Commission and the Executive Director at meetings and conferences as directed.
- Prepare letters, reports, and technical documents.
- 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.
- Monitor programs with a contract between the Commission and community service providers.
- Monitor and update staff manuals and program guides.
• Perform other duties as assigned.

Desired Minimum Qualifications:

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

• 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.

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

• Ability to maintain confidentiality and work with sensitive information.

• Ability to train and supervise subordinate staff.

Knowledge, Skills & Abilities:

• 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.

- Able to maintain confidentiality and work with sensitive information.

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.