

Finance Associate

Qualifications: Bachelor's (Master's preferred) in accounting or finance, minimum 3-5 year related job experience or a combination of education and experience (degree and experience preferred).

Must have and maintain valid CA Driver's License with reliable transportation and may require specified car insurance requirements.

Background Clearance Requirement:

Employment will be contingent on successfully passing a mandatory background check through probation. This will be completed, passed and clearance will be maintained according to the satisfaction of Probation. An outside background clearance will not be accepted or considered.

Supervision: Reports to CEO or designee


Description of Duties and Responsibilities:

The Finance Associate performs a variety of bookkeeping, accounting, financial control and monitoring duties and reports to the CEO or designee. This position requires the ability to work with accounting software, understands financial management, internal controls and accounting procedures in accordance with Generally Accepting Accounting Procedures. This position will be responsible for general ledger, accounts payable and receivable and payroll systems as well as budgeting, financial reporting and invoicing, budget building, and analytics related to finance (i.e. donor income analytics, gift management, cash flow projections, cost allocation planning— all alongside CEO and management team). May also include some special projects surrounding cost reduction and income improvement.

Major Responsibilities and Essential Functions:

- Proper accounting and posting of various forms of income and restricted vs. unrestricted funding
- Using accounting software to manage all agency financials
- Check processing
- Bank deposits and account reconciliation
- Reconcile: cash, accounts receivable, accounts payable, prepaid expenses, and fixed assets with GL
- Financial reporting on monthly, quarterly and annual basis (for CEO, board and funder's)
- Budget building for grant proposals and agency annual budget as well as miscellaneous budgets for special projects
- Allocating expenses included agency and staff expenses and allocating to appropriate funding stream
- Cost Allocation planning
- Check preparation

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- Allocating payroll, worker's compensation, and all staff benefits in accordance with cost allocation plan and income sources and analyze job costings and staff time in accordance with contract requirements
- Prepare for annual external audit as well as funder driven audits
- Preparation of financial information for 990's annually
- Identify operating cost savings opportunities
- Analytics on gift income—may include, but not limited to: trends in donor gifts, type of donor, frequency of gifts, overall gift report, etc.
- Scanning and filing of documentation according to FF's documentation retention policy
- Help develop financial systems and controls for FF—continuing to ensure our agency is operating within industry best practice for financial management
- Developing cash disbursement system and management of cash system among staff
- Communicates financial conditions and requirement of the agency to all appropriate party (CEO, Board, staff, etc.)
- Alongside CEO and management, establishes all financial policies, procedures for all related financial management and financial operations (examples: inventory, compliance with fiscal contracts, spending)
- Interaction with external vendors and manage contracts and maintains good working relationship
- Budget modification within contract terms, interacting with funders in a positive fashion and preparing budget modification requests for CEO review which best reflect agency's fiscal needs
- Assists in the development of various allocation methodologies
- Participates in presentations to CEO, board, subcommittees and funders as requested
- Provides financial training to staff, funders, board, and partners as requested
- Inventory of all equipment
- Filing of all contract records, timesheets, expense claims, receipts and other documents related to finance and operations
- Performs other special projects and duties as assigned

Required Knowledge/Skills:

- Very organized and able to establish and follow timelines, develop and maintain filing systems (physical and electronic)
- Assist in transition of external accounting to internal agency financial management
- Alongside CEO, develop finance policies and procedures
- Develop related forms and management systems and contribute to HR policy around compliance with finance policies
- Passion and understanding of agency mission
- Strong critical thinking and mathematical skills (calculating figures, amounts, proportions, percentages, basic geometry, algebra, draw and interpret various graphs, proportions and other math skills may be required)
- Ability to read and understand nonprofit financial statements, 990's
- Accounting skills with thorough understanding of General Ledger, trial balances, fund accounting, receivables, payables, etc.
- Able to effectively communicate finances, reports and give presentations
- Must be able to work with multiple ages, cultures, ethnicities, sexual orientations, etc.

- Excellent verbal and written communication skills and organizational skills
- Demonstrated computer skills including but not limited to: computerized accounting software, using data base, use of Microsoft Office and email
- Ability to solve real problems and deal with a variety of concrete variables in situations where limited standardization exists and multiple options may be present
- Ability to develop and maintain professional working relationships with management, co-workers, partners, and the general public
- Ability to work under pressure and handle multiple tasks simultaneously
- Prioritization of work to meet mandatory outcomes of program, budgets for organization
- Must exercise good judgment and have experience working on projects with specific goals and outcome measurements
- Experience/knowledge of program development and how finance and program intercept to meet grant deliverables
- Ability to work independently, interpret a variety of instructions, take initiative, collect data, establish facts, and draw valid conclusions
- Ability to interpret extensive and a variety of instructions, goals and visions in a mathematical or diagram form and deal with several abstract variables

Work Environment and Physical Conditions and Demands:

Cubicle/office setting, sitting/standing for prolonged periods of time, lifting up to approximately 40 pounds (more or less as needed), some meetings and appointments or presentations offsite in the community, heavy computer and telephone usage, physical coordination, working in noisy or crowded environment, speak loudly, stopping, bending, lifting, reaching, must drive vehicle. Must be comfortable working with families facing various challenges and provide services in a non-judgmental manner. These conditions and physical demands are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation: \$20/hour


Paid holidays, time off (sick leave/holidays)

For employees who are benefit eligible: medical, dental, vision and 403b with 4% match

If you are interested in applying please send your resume to Coreen Campos, CEO
CoreenC@focusforward.org or call 559-600-4961

Position is open until filled.

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