



## **JOB ANNOUNCEMENT**

**POSITION TITLE: Chief Financial Officer**

**FLSA: Exempt**

**LOCATION: 2 Executive Circle, Suite 175, Irvine, CA 92614**

### **DESCRIPTION:**

Would you like to leverage your financial and management expertise by giving back to the community? Are you interested in making a difference the lives of local older adults and the families involved in their care? Would you like to broaden your expertise by working for a leading non-profit organization that provides innovative programs and services for older adults in Southern California?

Consider joining the Council on Aging – Southern California. We are a local 501(c)(3) organization that has been helping seniors and their families navigate the aging experience for over 48 years. Annually, we serve over 100,000 seniors in a 5-county service area with programs that help them remain healthy, connected, and protected.

### **PURPOSE OF WORK:**

Lead the Finance organization through the development and implementation of sound and efficient financial strategies, financial management, systems, and controls. Oversee the organization's human resources department, IT, and office operations, supporting 80+ staff and over 400 volunteers.

### **REPORTING TO:**

The position will report to the President & CEO, collaborating on organizational strategy and operations in conjunction with the Council's leadership team. The CFO also works closely with the Executive, Finance and Audit Committees of the Board of Directors.

### **QUALIFICATIONS:**

- 10 years of senior accounting/financial management/HR experience as Finance leader
- Bachelor's Degree or advanced degree in accounting required
- Thorough knowledge of accounting standards and principles, especially those that are applicable to a nonprofit organization – GAAP/FASB requirements
- Advanced abilities with Excel, PC-based fund accounting and QuickBooks
- Experienced with the implementation of accounting codes, general ledger account management, account reconciliation, account analysis, and preparation of financial statements
- Able to achieve results in a constantly evolving nonprofit environment, with demonstrated success building systems and tools to support changing funding and program goals
- Proven track record of maintaining effective internal controls and implementing efficient financial procedures in accordance with board policies
- Familiarity with laws, regulations, and reporting requirements relating to non-profit fiscal management
- Skilled in working with county contracts and reporting is strongly preferred
- Experience and knowledge regarding human resources, including California labor laws
- Experienced in all insurance services, risk management and safety programs
- Experience with technology information systems, software and support, and outsourced IT services
- Highly organized and motivated self-starter; able to work independently; solid decision-making skills
- Excellent written and verbal communication skills
- Holds valid California driver's license, proof of current vehicle insurance and reliable transportation
- Can provide proof of eligibility to work in the United States
- Able to successfully complete a Live Scan fingerprinting background check



## **Council on Aging**

Southern California

Helping Seniors Remain Healthy, Connected & Protected

### **JOB FUNCTIONS:**

- Establish strategy and oversee the accounting and financial operations of the agency, including accounts payable and receivable, general ledger, financial reporting, payroll, vendor management, audit and tax preparation, banking, inventory, and cash flow forecasting
- Maintain all accounting, payroll and HR files and records
- Perform and track all financial transactions and ensure compliance with all applicable funding contract terms and conditions, state and federal laws and generally accepted accounting principles
- Supervise 3-4 direct reports
- Develop the capability of program directors/managers to broaden their responsibility for the financial planning and oversight of their programs
- Manage the financial budgeting and forecasting process to ensure alignment with and achievement of organizational strategies, priorities and county contract requirements
- Generate regular financial reports and analyses that will allow the CEO, Board and Counties served to monitor program and organizational performance
- Prepare work papers and supervise the annual audit process and all financial monitoring reviews by governmental agencies
- Oversee facility management, equipment leases, asset inventory, business licenses, corporate filings, and insurance policy renewals.
- Oversee accounting/payroll technology systems and maintain accounting system and financial operations manuals
- Liaison with property managers regarding 4 regional offices
- Oversee the technology support, security needs and integrity of the organization's server, printers and phones utilizing an outsourced IT provider
- Ensure timely filing of all mandated financial and statistical reports
- Other duties as assigned by supervisor

### **WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by the employee to successfully perform the functions of the job. Reasonable accommodations will be made to enable individuals with disabilities to perform this job.

While performing the duties of this job the employee will be required to sit for periods of time. Standing, walking and bending are required movements. The employee will occasionally need to lift approximately 20 lbs.

### **CONDITIONS OF EMPLOYMENT:**

The ability to transport oneself to needed appointments with reliable transportation is required.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

The Council on Aging – Southern California is committed to a policy of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

### **HOW TO APPLY:**

Please send a cover letter and resume to [hr@coasc.org](mailto:hr@coasc.org)

For additional information on the Council on Aging, please visit [www.coasc.org](http://www.coasc.org)