



JOB ANNOUNCEMENT

Director of Finance

Title: Director of Finance

Classification: Full-time, Exempt (Salary), Supervisory

Start Date: February 01, 2023

Compensation: \$85,000-\$100,000 annually

Reports to: Chief Executive Officer

Department: Accounting

Thank you for your interest in working at Latino Health Access (LHA) servicing Orange County since 1993. Latino Health Access partners with communities to bring health, equity and sustainable change through education, services, consciousness-raising and civic participation. If you are interested in bringing your passion for the mission of LHA, apply today!

Latino Health Access is an equal opportunity employer.

Position Overview:

The Director of Finance is responsible for the overall management of the Accounting Department. This position is responsible for directing and coordinating the work of the Accounting Department Staff in Accounts Payable, Accounts Receivable and Payroll. This individual will also be responsible for analyzing and ensuring the accuracy and integrity of all general ledger accounts. Most importantly this position will be responsible for the maintenance of appropriate systems of internal control consistent with generally accepted accounting principles (GAAP) and contracts and grants accounting compliance requirements. Position will supervise 5 direct reports.

Position Details:

This is a full-time, supervisory, exempt position with occasional evenings and weekends. Position requires minimal local travel in the normal course of performing job duties. Must have a valid driver's license and meet the state required amount of personal automobile liability insurance. We offer a benefits package including medical coverage; optional dental, life and 403 (b) retirement plan; vacation, sick leave and paid holidays.

Position Duties and Responsibilities:

- Lead and manage accounting team and accounting systems
- Generate and analyze financial reports and statements
- Present financials to the CEO, Board of Directors, and Board finance committee
- Coordinate program financial reports to program departments and CPO
- Ensure the accurate compilation, analysis and reporting of accounting data
- Ensure invoices are submitted and payments are received in a timely manner
- Prepare and manage organizational budget, salary budget, and cash flow
- Monitor and assure the integrity of the organization's assets
- Seek out ways to improve internal accounting systems and procedures to promote efficiency
- Prepare budgets for proposals and financial reports as needed to funders, private foundations, government entities and other funding sources
- Supervise the reconciliation of bank statements and general ledger accounts
- Manage and assure completion of yearly independent audit and single audit
- Assure compliance with local, state and federal financial regulatory requirements
- Act as a liaison between the agency, board, government and auditors
- Provide required information as needed and ensure that proper information is maintained for historical purposes
- Work closely with other departments, including Programs, Compliance, Fund Development, HR, Facilities, IT
- Represent LHA in meetings with funders regarding contract negotiations, accounting compliance, and compliance protocols
- Support with creation and implementation of asset inventory systems
- Assure participant information, verbal and written, is maintained confidential as mandated by HIPAAAttend staff meetings, trainings and retreats
- Conduct other work-related tasks as assigned by the CEO

Required Skills and Abilities:

- The organizational culture of LHA responds to the immediate needs of the community. Hence, this position requires an employee to be driven, creative, organized, flexible, detail-oriented, with great problem solving and analytical skills and to work at an above-average pace
- Strong leadership skills
- Great interpersonal skills and developing and maintaining work relationships, especially with multilingual and intergenerational staff; Ability to work in a team-oriented setting with English and Spanish-speaking staff
- Billing and collecting proficiency

- Exceptional analytical and problem solving abilities
- Ability to work independently and manage multiple project deadlines
- Ability and disposition to train and support co-workers and community members
- Ability to work well with all levels of an organization
- Ability to work a flexible schedule, including weekends as needed
- Exceptional written and verbal communication skills
- Competent knowledge of Excel, Word and accounting software
- Must maintain a high level of ethics and professionalism

Qualifications:

- Experience in many aspects of accounting with 7-10 years of general ledger experience.
- Experience with managing budgets and finances for government and philanthropic contracts and grants
- Bachelor's Degree in Business, Accounting or Finance
- At least 5 years experience in a management and supervisory role
- Experience in the nonprofit sector preferred

**Please send a resumes and cover letter to Karen Lopez at
hr@latinohealthaccess.org**