

## Director of Finance

Driven by the fundamental belief that everyone who works hard deserves the opportunity to succeed, Opportunity Junction's mission is, "to help motivated Contra Costa County job seekers develop the skills and confidence to launch careers that lead to financial security." Since launching as a single job training and placement program in 2000, Opportunity Junction, headquartered in Antioch, has grown into a \$3 million organization providing training, mentoring, placement support and inspiration to struggling job seekers throughout Contra Costa.

Opportunity Junction's programs include administrative careers training, healthcare career pathways, career counseling, and placement assistance. Opportunity Junction has received a score of 100 on Charity Navigator, reflecting the strength of the programs and the integrity and transparency of their operations.

**About the Role:** The Director of Finance is part of the organization leadership team and provides strategic oversight and direction, management, and hands-on transactional support in all matters relating to finance and government contracts. The Director of Finance receives part-time support from other administrative staff and coordinates with outside accounting and consulting firms.

### **Responsibilities:**

- Manage and oversee all accounting functions, including general ledger, accounts payable/receivable, payroll, bank reconciliations, audit, insurance and tax reports, month-end closing schedules and planning and monitoring of cash flow.
- Develop, implement, and maintain financial controls and guidelines.
- Recommend and support implementation of transfers between accounts at different institutions.
- Prepare and present monthly finance reports to the CEO and the board of directors.
- Manage the annual budget development process and present the budget to the board.
- Ensure restricted funds and contracts are properly expended and tracked.
- Administer the Fresh Success program in compliance with federal, state, and local requirements.
- Supervise and direct the Employer Training Panel contracts application, data submissions, and invoices.
- Support program managers by providing up-to-date reports on budgets and expenses for program budgets.
- Serve as backup for payroll processes and the submission of bi-monthly payroll.
- Hands-on support in tracking transactions in accounting software.

### **Competencies:**

- **Nonprofit Finance:** Ability to align processes to manage and report on restricted funds and contracts.
- **Accountability:** Willingness to accept responsibility for tasks, projects, and specific employment outcomes, and motivated to achieve a desired goal and ability to plan and work towards it proactively;
- **Problem Solving:** Ability to identify and/or anticipate a problem, analyze the situation, offer an appropriate range of recommended solutions, and then, as appropriate, decide on and implement course of action;
- **Attention to Detail:** Ability to accomplish a task with a thorough and precise focus on every component of the project;
- **Technology:** Proficient in QuickBooks, Word, and Excel, and experience in the use of Internet-based applications, including payroll systems; and
- **Professional Judgment:** Ability to envision and consider the possible results or repercussions of a particular action or decision and make the choice that is most appropriate for the situation and in the best interests of the organization and its stakeholders.

### **Candidate Requirements:**

- Bachelor's degree required.
- Advanced degree in Business Administration or Finance or CPA a plus, but not required
- 10 years of aligned professional experience
- Experience in non-profit financial management, including strong understanding of managing restricted funds

**Compensation:** Salary range is \$100,000 to \$115,000. Benefits include generous time off (16 annual holidays and beginning PTO accrual of 21 days per year) and subsidies for medical, dental, vision, and long-term disability insurance.

### **Instructions for applying:**

- Applications will be accepted by email only, addressed to Alissa Friedman ([alissa@opportunityjunction.org](mailto:alissa@opportunityjunction.org)).
- Use the subject line Director of Finance.
- Please include only a short introductory email and attach as a Word document (not PDF):
  - Your resume; and
  - A cover letter that demonstrates your qualifications for and interest in this position.