



## JOB ANNOUNCEMENT AND DESCRIPTION

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Position:	Project Manager - Business/ Finance
Reports To:	Project Director - Business
Classification:	Exempt
Salary Range:	\$47,476 to \$70,000
Deadline to Apply:	August 3, 2018 at 3:00p.m.

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### Position Summary

Under the general direction of the Project Director, this position is responsible to coordinate and implement plans to ensure and maintain revenue and program stability. The position is responsible for financial transactions, budgets, financial reports and audit activities for First 5 Fresno County and the Lighthouse for Children, Inc. (its 501 (c) 3 subsidiary) as well as for various operational tasks and activities within the agency's Business operations.

### Duties & Responsibilities

#### Accounting and Finance

- Generate and analyze monthly financial reports including Income Statement, Balance Sheet, General Ledger, and Budget vs. Actual reports.
- Provide general fiscal support and oversight of budgets and related accounts within First 5 Fresno County's (F5FC) accounting system.
- Conduct reviews of contract expenditures and programmatic project codes to ensure accurate records.
- Support preparation for annual financial reporting to the state commission (First 5 California) by monitoring and reconciling F5FC's accounting system with its contract management database on a monthly basis.
- Perform financial operations such as creating invoices, reviewing payments, reconciling expense accounts, and record keeping.
- Generate and analyze payable and receivable reports.
- Conduct annual renewals of insurance plans including but not limited to special liability, special property, workers' compensation insurance. Ensure all claims are handled using proper procedures and in compliance with California law.
- Maintain the computerized accounting system, ensuring that transactions are properly entered and recorded.
- Organize, prepare and record journal entries such as retirement contributions, payroll, contract awards, discrepancies, and de-obligation of funds.
- Act as fiscal manager for funding initiatives with First 5 California by monitoring budget and expenditures and compiling reporting requirements.

- Work closely with contract managers to monitor, evaluate, and finalize financial aspects of funded programs and services.
- Provide technical assistance to funded partners and staff regarding annual budget preparation and related fiscal matters.
- Support in fiscal budget review during the development phase and annually to ensure compliance with audit requirements, policies and procedures.

Lighthouse for Children, Inc. (LFC)

- Monitor financial performance against projections of the (LFC) to ensure financial stability on a quarterly basis.
- Complete financial requirements for New Market Tax Credit partners, such as providing financial reports, annual budget, audited financials and community benefit report.
- Prepare LFC invoices and financial documents as needed; bank draws, and vendor payments; ensure compliance with requirements for claims and reimbursements from multiple vendors.
- Provide LFC monthly financial reports; create staff reports and present key points during monthly Board meetings.
- Create and post LFC transactions on a monthly basis.
- Work closely with contracted firm to provide necessary documents for LFC annual tax returns.
- Oversee facility use agreements with facility tenants, acting as contract manager monitoring contract details and scope of work deliverables.
- Monitor Facility Management budget, monthly financial report and lead a procurement for Facility Management services.

Additional Duties

- Assist in gathering all required documents for the F5FC and the LFC annual audit including bank statements, financial statements, vendor reports, and general ledger. Assist with the agency's annual audit activities and tasks as needed.
- Assist in the preparation of annual updates of agency policies and procedures, manuals and internal policies ensuring they are in compliance with state guidelines and law.
- Aide in the maintenance of accurate financial files and records.
- Lead procurement activities for operational and financial services, as needed, and develop and execute applicable contracts.
- Attend all Commission/Board meetings; prepare and present staff reports as needed.
- Additional duties as assigned that support the mission of the agency.

## Qualifications

### **Education/Certification**

- Bachelor's degree in Business Administration, Accounting, Finance or related field required

### **Skills/Experience**

- Minimum three years' experience in Business Administration, Accounting, or related field
- Community-benefit organization/government financial experience desired
- Outstanding written English skills including spelling, punctuation, grammar and vocabulary, and the ability to write in an accurate, brief, clear manner
- Good interpersonal communication skills and the ability to work effectively in a team environment
- Exhibit initiative, eagerness, ability to learn quickly and sound judgment
- Multi-task with great attention to detail, under multiple deadlines and under pressure
- Excellent organizational skills and the ability to adapt to new conditions, assignments, and deadlines
- Ability to speak in a clear, informative, and engaging manner to large groups
- Self-motivated, and able to work both independently with minimal supervision and in a team setting
- Problem-solving and analytical skills
- Computer competence (Microsoft Outlook suite)
- Valid California driver's license and satisfactory driving record, and auto liability insurance required

### Physical Requirements

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Modified "light duty" restrictions may be arranged as needed and when available for job-related injuries or illnesses.

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands for clerical duties and keyboarding. The employee is occasionally required to reach with hands and arms; stoop and kneel.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Acute hearing is necessary for telephone and in-person communication with callers and community members, and visual acuity sufficient to read a computer screen and paper documents.

### Working Conditions

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment. The position may involve travel to Commission meetings and events.

### How to Apply:

Submit a cover letter detailing your experience and skills that make you an ideal candidate along with your résumé. Please also include a list of three professional references who can attest to your pertinent knowledge, skills and abilities for this position. Submission can be sent via email to Karina Perez at [kperez@first5fresno.org](mailto:kperez@first5fresno.org) or delivered in person during normal business hours by 3:00 p.m. on the deadline date. Deadline to apply is August 3, 2018. Position will be open until filled.

Office address: 2405 Tulare Street, Suite 200, Fresno, CA 93721.