

# Job Description and Announcement

<b>Position:</b>	<b>Accounting &amp; Business Operations Officer</b>
<b>Classification:</b>	Exempt, Full Time
<b>Position Salary Range:</b>	\$54,080 – \$74,080
<b>Reports To:</b>	Project Director – Business & Operations
<b>Deadline to Apply:</b>	Friday, February 26, 2021 / Open Until Filled

## Position Summary

Under the general direction of and in partnership with the Project Director for Business & Operations, the Accounting & Business Operations Officer is responsible to spearhead accounting, fiscal and business-related tasks for the agency. The position is responsible for accounting transactions, 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 and administrative activities relevant to the agency's business responsibilities. *While this position's core function is accounting, it is expected that this Officer understands the agency's investments and its involvement in community initiatives and actively participate- engaging in agency programmatic planning.*

## Duties & Responsibilities

### *F5FC Accounting, Bookkeeping and Agency Operations*

- Maintain accounting system, ensuring transactions are properly recorded and categorized; oversee the related accounts within F5FC's accounting system, Blackbaud: Financial Edge 7.
- Perform accounting tasks such as AR invoices, AP payments, expense account reconciliation, and other record keeping. Organize, prepare and record journal entries.
- Generate and analyze payable reports, receivable reports and monthly financial reports including Income Statement, Balance Sheet, General Ledger, and Budget vs. Actual reports.
- Support in the development and monitoring of the agency budget; provide other general fiscal support and engage in strategy and thought work.
- Monitor financial reporting requirements for external funding sources.
- Ensure compliance with audit requirements and policies/procedures.
- 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.

### *Lighthouse for Children, Inc. (LFC) – Accounting, Entity Compliance, & Facility Operations*

- Monitor financial performance against projections of the LFC to ensure financial stability on a quarterly basis. Create and post LFC transactions on a monthly basis.
- Complete reporting requirements such as financial reports, annual budgets, audited financials, etc. Work closely with contracted accounting firm to complete LFC's annual tax returns.
- Prepare LFC fiscal transactions and reports, vendor payments, receivables, and documents as needed; ensure 501(c)3 and Board compliance.
- Oversee facility use agreements with facility tenants, acting as contract manager monitoring contract details and deliverables. Stay abreast of building operations to aid in daily facility decision making as needed.

- Monitor facility management budget, monthly financial report and lead procurement for facility services.

#### *Additional Duties*

- Participate in discussions on the needs of the community, the content and execution of the agency's strategic plan, and community initiatives.
- Attend all Commission/Board meetings; prepare and present staff reports as needed.
- Additional duties as assigned that support the mission of the agency and some activities within job description are subject to change at the discretion of management.

#### **About First 5 Fresno County**

At First 5 Fresno County we believe children thrive when their families thrive. We envision a future where all children and their families are healthy, loved, and nurtured. We run after this vision by partnering with our community to create a seamless system of quality, accessible services that support the well-being of every child and family. First 5 Fresno County manages the day-to-day operations of the Lighthouse for Children, a three-story community building housing a child development center, a community learning center, conferencing and office space for community agencies offering programs, services and training opportunities in support of young children and their families in downtown Fresno.

#### **Qualifications**

##### **Education/Certification**

- Baccalaureate degree in Business Administration, Accounting, Finance, or related field;
- **OR** a minimum of three years of experience in Accounting, Business Administration, or related field

##### **Experience/Skills**

- Government or Community Benefit Organization financial accounting experience desired.
- Multi-task with great attention to detail, under multiple deadlines and under pressure.
- Exhibits initiative and creativity.
- Ability to learn quickly and think critically.
- Proven problem-solving skills. Sound judgment.
- Open-minded. Asks thoughtful questions.
- Outstanding written English skills including spelling, grammar and vocabulary, and the ability to write in an accurate, brief, clear manner.
- Excellent organizational skills.
- Ability to adapt to new conditions, assignments, and deadlines.
- Self-motivated, and able to work both independently with minimal supervision and in a team setting.
- Willingness to build relationships with coworkers and partners.
- Computer competence (Microsoft Outlook suite).

#### **License Requirements**

- 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. In rare occasions, the position may involve travel to agency meetings and events.

### **Benefits**

- High-Deductible Medical plan, Vision and Dental coverage provided
- Health Savings Account and Dependent Care Account
- Life insurance coverage
- 401a retirement plan- employer contributed (approx.) eight percent of salary
- Paid Time Off per Employee Handbook (combined sick and personal time accrual- 12hrs/month approx.)
- Holidays per Employee Handbook (currently 13 holidays per year)

## **How to Apply**

Along with your résumé, submit a cover letter detailing examples of why your experience and skills make you an ideal candidate and co-worker. Include a list of three professional references who can attest to your pertinent knowledge, skills and abilities for this position.

Submissions in response to this announcement must be sent via email to [jobs@first5fresno.org](mailto:jobs@first5fresno.org) by the posted deadline.

First 5 Fresno County  
2405 Tulare St., Suite 200  
Fresno, CA 93721