



Director of Finance and Administration

About the Organization

North Bay Children's Center is driven by our mission and values to ensure that all children in Marin and Sonoma Counties have the same essential early start for future success. Since 1988, North Bay Children's Center programs have demonstrated success inspiring young minds and transforming the lives of thousands of children. We provide the highest quality of child care and early education to 600 children across 13 sites in Novato, Petaluma, Santa Rosa, Healdsburg, and Sonoma. Administrative offices are located in Novato, California. www.nbcc.net.

Reports to: Executive Director

Status: Full Time, Exempt

Position Overview

As Director of Finance and Administration you will be part of a dynamic, growing, and caring team. You will embrace the organizational vision, mission, and team in a positive and supportive manner. This position is an important leadership position that provides financial and administrative oversight for the entire organization. This position provides oversight for organizational budgeting, cash flow management, forecasting, recording and reporting of financial information in accordance with nonprofit generally accepted accounting principles. Included in financial oversight will be the organizations' \$7.5M capital campaign for a new Novato facility. Additionally, this position will oversee the HR Manager and all payroll related functions. The position will have 4 direct reports – Staff Accountant, Billing and Contracts Manager, Human Resources Manager, and Office Manager.

JOB DESCRIPTION

Financial Leadership and Oversight:

- Leads the financial planning process for strategic planning and the organization's annual operating budget of \$5M. Provides budget support and templates for all administrative and program departments, interacting with the Executive Director, other directors, and managers.
- Provides oversight for all daily accounting activities including all banking, cash management, accounting entries for accounts payable, accounts receivable, billings, and payroll ensuring entries are recorded in compliance with nonprofit GAAP.
- Provides oversight for monthly closings and production of financial statements. Prepares closing and adjusting entries as necessary in compliance with GAAP.
- Provides oversight and ensures that all billings for Federal and State contracts and family tuition are done timely each month and reconciled with accounts receivable.
- Provides financial management of grants in conjunction with the Development Director.
- Works closely with the Billings and Contracts Manager and Executive Director to review and project monthly revenue projects which may fluctuate due to changes in class enrollment.
- Develops a cash management tool to monitor cash flow and for monthly reports to the Executive Director and Finance Committee.
- Staffs the Board Finance Committee and maintains a good relationships with the Treasurer and other Board Members.

- Develops and monitors finance department internal controls and best practices to ensure the integrity of financial recording and reporting.
- Oversees the annual audit and tax information return and provides documentation to auditors on a timely basis.
- Ensures the timely filing of all required Federal, State, and County reports.
- Monitors and ensures that all Department of Education and other key contract reports are filed when due.
- Supports Executive Director and staff regarding budget projections for campaigns, special projects, grants, and departmental budgets.
- Will provide financial oversight for special projects such as the current 7.5M capital campaign and the transition/conversion of Quick Books into a more sophisticated nonprofit accounting system.

Administrative Oversight:

- Provides oversight for all key Human Resource functions which includes retention and management of personnel records, orientation of new staff, on-boarding and termination documentation, employee compensation and benefits management and reporting, payroll processing and related accounting entries, compliance with all applicable labor laws.
- Maintains vendor and consulting contracts and required IRS documentation.
- Provides oversight for issuance of annual W-2s and 1099s.
- Provides oversight for reception and general office functions and office equipment, office vendor contracts and leases.
- Other duties as assigned.

Supervision:

- Provides direct supervision of the staff accountant who is responsible for expense and accounts payable entries into QuickBooks, payment of invoices, vendors, cash management, credit card reconciliation, bank account reconciliation, payroll processing and related accounting entries, and other daily accounting activities as assigned.
- Provides direct supervision of the Billings and Contracts Manager who is responsible for all Federal and State direct contract, all contractor, and all family tuition billings and management of related accounts receivable accounts.
- Provides direct supervision of the Human Resources Manager who is responsible for posting job opening, on-boarding new staff, handling termination documentation, and retention and management of all personnel records.
- Provides supervision of Office Manager who handles administrative tasks, bank deposits, and reception functions.



Required Job Qualifications

- BA/BS degree in Accounting or related degree with a minimum of 30 hours in accounting
- A minimum of 5 years supervisory accounting experience
- Understanding of and experience in nonprofit GAAP
- Organized, able to set priorities, and adhere to critical timetables and due dates
- A forward thinking and independent thinker who can advise senior management regarding financial issues
- Experience with commonly used nonprofit accounting systems such as QuickBooks for nonprofits, FundEZ, Accufund, MIP or similar software.
- Proficient in Microsoft word and excel.
- Strong integrity, team spirit, and good communication skills

Additional Preferred Skills

- CPA or MBA a plus
- Experience or understanding of California Department of Education contracts and requirements

Compensation and Benefits:

The salary depends on experience. NBCC offers a competitive benefits package, including health, dental, vision, and a 403(b) program, holiday, vacation, and sick leave benefits.

To apply, please attach your cover letter and resume to an email and send to

vistanonprofitservices@gmail.com with *NBCC Dir. Of Finance* in the subject line. We will do our best to respond to all applicants in a timely manner. Applicants without both a cover letter and resume will not be considered. Please do not call or send resumes directly to North Bay Children's Center. Thank you for your interest!