



**THE MULTI-ETHNIC COLLABORATIVE OF COMMUNITY AGENCIES
DIRECTOR OF FINANCE**

OVERVIEW:

The function of the Director of Finance (“Director”) is to maintain seamless and transparent internal operations and finances for MECCA. The Director manages the financial oversight of MECCA and the execution of administrative duties in relation to MECCA’s day to day operations. The Director is also responsible for managing and overseeing all of MECCA’s administrative, operational accounts, provides ongoing budget reviews and supports the Executive Director in fund development and contractual administration.

POSITION: Director of Finance

CLASSIFICATION: Administration (Full-Time Exempt)

REPORTS TO: Executive Director

SUPERVISES OTHERS: Yes

KEY RESPONSIBILITIES:

- Manage all financial activities, including accounts payable, accounts receivable, cash receipts, inventory, restricted accounts and releases, payroll, benefits, insurance, general ledger, bank reconciliations and audit.
- Manage, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; and oversee all financial, project/program and grants accounting.
- Provide full financial grant management by analyzing and reporting on various grants to the County of Orange and other funders, meeting all grant deadlines and requirements.
- Manage and lead finance and accounting team to ensure timely and accurate bookkeeping, financial reporting, and grant reporting.
- Comply with all grant restrictions, including federal Uniform Guidance, 2 CFR 200.
- Lead the annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes; and keep leadership team updated on the organization’s/program’s financial status.
- Coordinate and lead the annual audit process, act as a liaison with external auditors and the Audit Committee of the Board of Directors.
- Ensure the maintenance of effective internal controls, safeguarding of assets and reliability of financial statements.
- Analyze internal controls of the organization to ensure efficiency and minimize risk.
- Manage the organization’s cash flow, investments, and operating funds.
- Manage all insurance coverage, including liability, property and Worker’s Comp; assess any changes necessary; work with Operations & Administration Manager to manage insurance broker relationships and coordinate transitions when necessary.
- Assist with the long-range financial planning process and make suggestions for the future well-being of the organization.
- Manage and actively staff the operations functions that intersect with the finance department.
- Continue to manage a robust financial management/reporting system; ensure financial data and cash flow are steady and support operational requirements.
- Effectively communicate and present critical financial matters to the Executive Director.
- Work across the MECCA teams on cross-organization initiatives including strategic planning, grant management and other initiatives.
- Work closely with the Executive Director to ensure all payroll/HR/benefits/retirement plan administration processing is completed in a timely and accurate manner.
- Manage and administer all contracts and subcontractors issued to and by the organization; ensure organization and subcontractors remain in compliance with all contract provisions.

MINIMUM QUALIFICATIONS:

- Bachelor's degree with Master's degree preferred in business or another related field
- 5 years of previous experience working in a finance and operations management setting
- 2-3 years of accounting experience in a non-profit setting
- Understanding of Uniform Guidance, 2 CFR 200 guidelines
- Demonstrated knowledge of bookkeeping and financial oversight in a non-profit context
- Demonstrated knowledge and sensitivity to ethnic issues
- Demonstrate attention to detail and good record-keeping skills to meet state & federal tax and non-profit regulations
- Need outstanding communication skills for working with front-line staff, management, and board members, plus vendors, community donors and others
- Valid CA Driver's License and must pass criminal background check

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS AND CONDITIONS:

- Must possess body mobility to stand and/or sit frequently or for an extended period of time at meetings, trainings, conferences or community events in office or offsite community locations
- Must be able to function effectively in a standard office environment and have the ability to move about to perform daily office tasks such as access files cabinets and office machinery
- Prepare and present presentations with appropriate technology and teaching resources
- Must be able to communicate information accurately, clearly, and concisely in normal vocal tone
- Must be able to transport laptop, projector, files and/or other materials to and from meetings
- Must be able to drive to and from meetings and do site visits with community agencies
- Must possess manual dexterity sufficient to use hands, arms, and shoulders to operate a keyboard, take notes, utilize office equipment, complete and file reports, and file and copy documents
- Must possess vision sufficient to read standard text and drive a vehicle
- Must possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations as required in the accomplishment of job duties
- Must be able to remain in a stationary position 80% of the time
- Ability to operate, activate, use, prepare, inspect, place, detect, position machinery such as a computer, copier, printer, calculator, and telephone equipment

The base salary for this position is \$80,000 per year; higher compensation may be available for someone with advance skills/or experience.

Please submit cover letter and resume to humanresources@ocmecca.org

**** temporary remote position through June 2023 - the duties of this job may be performed remotely and by virtual communications and at the discretion of supervisor.*

MECCA is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law. MECCA complies with all EEO and ADA guidelines