

POSITION: Chief Financial Officer
REPORTS TO: Executive Director
STATUS: Full-Time, Exempt
COMPENSATION: \$5000-6,250per month depending on experience
BENEFITS: Medical, Dental, Vision, and Life Insurance; Employee Assistance Program; Paid Holidays, Sick, and Vacation
LOCATION: Sacramento, CA

JOB SUMMARY:

This position oversees all finance, grant management, and administration. It is responsible for maintaining efficient financial and operational systems, pursuing innovative solutions that support programs and services, and improve the Center's ability to fulfill its mission. Candidates should support our organizational values and include a demonstrated commitment to racial equity and inclusion, commitment to serve the most vulnerable, and accountability and transparency.

ESSENTIAL FUNCTIONS:

The CFO will provide regular, day to day, as well as strategic leadership in the financial and operational activities of the organization; especially as they apply to grant management. This position will work closely with all departments to maintain smooth functioning of the organization, as well as external partners, funders, and vendors. Work will mainly be performed during normal business hours, but will require out-of-office and evening and weekend work from time to time. This position plays a key leadership role on the senior management team and supervises administrative staff and contractors.

BUDGET, FINANCE, AND ACCOUNTING:

- 1) Work with Center leadership team and program staff to develop individual program budgets and compile into the agency's annual budget, detailing revenue and expense categories.
- 2) Ensure that financial management systems, policies and procedures include all appropriate controls to maintain the fiscal integrity of the organization.
- 3) In coordination with the contract bookkeeper, manage all financial functions including cash receipts, billing and accounts receivable, cash disbursements and accounts payable, payroll, general ledger, grant/contract invoicing, and cash flow.
- 4) Complete direct finance tasks such as bank and credit card reconciliations to ensure separation of accounting responsibilities.
- 5) Maintain up-to-date financial records and produce accurate cash flow projections.
- 6) Produce regular financial reports for the CEO as directed.
- 7) Provide annual audit oversight. Work closely to support the auditors to ensure resolution of questions on revenue and expenses and required fiscal policy. Support the bookkeeper to complete all year end closing, pre-audit reconciliations, and audit field work. Review audit reports and annual tax returns.
- 8) Design and manage revenue tracking and cash receipt systems for all Center events including Sacramento Pride.
- 9) Manage changes to salaries and benefits programs from a financial perspective.
- 10) Manage petty cash.

GRANT MANAGEMENT:

- 1) Design and implement a grant management process that includes training staff to track and code revenue and expenses accordingly.
- 2) Maintain compliance with all government and private funder requirements as well as local, state, and federal regulations.
- 3) Work with the bookkeeper to invoice grant funders for reimbursement of eligible expenses and proactively work to maximize use of available grant funds.
- 4) Develop and maintain expertise in funder requirements and act as a gatekeeper for approval of expenditures.

ADMINISTRATION & OPERATIONS

- 1) Oversee human resources functions in coordination with department staff and our ADP PEO representatives including hiring and onboarding processes, compliance with employment law, maintenance of personnel records, evaluations, and employee retention.
- 2) Oversee risk management for the agency including insurance, injury and illness prevention, incident reporting, emergency preparedness, and agency operation policies.
- 3) Oversee information and technology management in coordination with IT contractors including computer hardware and software systems, Wi-Fi networks, telephone, printers, surveillance and security system, and data security, and other technology.
- 4) Oversee operation of Center facilities in coordination with department staff and contractors including maintenance and repairs, janitorial, furniture and equipment, safety and security, and space rental.
- 5) Maintain currency of and permanent files for corporate filings and contracts. Create and maintain a log that includes renewal dates for compliance oversight.
- 6) Ensure compliance with all laws, regulations, organizational policies, and funding guidelines.

GENERAL DUTIES:

- 1) Implement and continuously improve the organization's data retention and document storage policy and practices.
- 2) Develop a risk management system that formally identifies, quantifies and manages risk during the life of the projects, such as insurance policies, leases, vendor contracts, etc.
- 3) Provide leadership in the development and continuous evaluation of short and long-term strategic organizational objectives including identification of opportunities for revenue growth and diversification.
- 4) Develop actionable analysis of financial performance, trends, and long-term forecasts and produce easy to digest financial dashboards for the board and senior leadership.
- 5) Innovate financial and operational efficiencies using technology and process streamlining.
- 6) Seek opportunities for and draft grant proposals in collaboration with the program and development staff.
- 7) Attend board meetings and provide staff support for the Internal Affairs Committee including development of an automated financial dashboard and financial reporting tools for board and executive staff oversight.
- 8) Provide occasional advice and mentorship to less experienced internal staff and leaders at developing LGBTQ organizations across the country.

QUALIFICATIONS AND EXPERIENCE:

- 1) Passion for the Center's mission and work to create a region where LGBTQ people thrive and a commitment to follow all policies and procedures of the organization.
- 2) Superior interpersonal, verbal, and written communication skills.

- 3) Knowledge and experience with class based budgeting, fund accounting, accounts payable, accounts receivable, restricted and unrestricted fund management, and payroll.
- 4) Experience managing and reporting on government and non-government grants including budgeting, fund accounting, contract compliance, and auditing is required.
- 5) Experience working with the LGBTQ+ community and familiarity with issues of particular relevance to LGBTQ+ people including a demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in an intersectional environment.
- 6) Ability to exercise sound judgement to prioritize tasks, identify potential risks, recommend innovative solutions, and execute system change across the agency.
- 7) Ability to synthesize complex financial information and present with clarity to a variety of audiences.
- 8) Ability to work with detailed information with a high degree of accuracy and confidentiality
- 9) Outstanding organizational skills and exceptional attention to detail. Strong work ethic with the ability to lead teams and accomplish goals and results.
- 10) Skilled in resolving complex financial issues and/or problems and can effectively evaluate options, execute a plan of action, and communicate resolution to appropriate parties.
- 11) Project management experience, specifically commercial real estate development projects, relocation, and facility setups is a plus.
- 12) Experience with client and donor database systems including HMIS, Social Solutions Apricot, Raiser's Edge, and Volgistics are a plus.

REQUIREMENTS:

- 1) Bachelor's degree in accounting, finance or related area required; Master's Degree in Accounting, Business Administration, or CPA is strongly preferred; along with at least 5 years of experience managing or supervising the finance department of an organization with a budget of at least \$2 million dollars; 10 years of relevant experience may be substituted for formal education.
- 2) Working knowledge of nonprofit accounting best practices in accordance with U.S. Generally Accepted Accounting Principles, OMB Circulars A-133, A-110 and A-122, and appropriate Code of Federal Regulations is required.
- 3) Proficiency with financial management software is required; QuickBooks preferred.
- 4) Proficiency working with computers and Microsoft Office software including Outlook, Word, Excel, PowerPoint, OneDrive, and database systems is required; knowledge of Raiser's Edge or other donor management software is preferred.
- 5) The person in this position may be required to sit or stand for extended periods, move objects up to 25 pounds, ascend/descend stairs, operate office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages and tone by telephone.
- 6) Offer of employment may be contingent on satisfactory results of a criminal history background check.
- 7) Employees must be legally permitted to work in the United States.
- 8) The Sacramento LGBT Community Center is a drug free workplace, employees may be subject to a drug test.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

ABOUT THE ORGANIZATION:

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ+ community.

EQUAL OPPORTUNITY:

The Sacramento LGBT Community Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

TO APPLY:

Email a cover letter and resume as attachments to jobs@saccenter.org with the position title in the subject line; or submit a cover letter indicating the position you are applying for and application/resume to 2012 K Street, Sacramento, CA 95811. For more information visit saccenter.org/careers. No phone calls please.