



Accounting Manager

FIRST 5 Santa Clara County

Summary of Position

We currently seek a strong and experienced Accounting Manager, who is the key, right-hand financial position to the Executive of Finance and Operations and provides leadership and expertise in the areas of day-to-day finance operations and management of the Finance team. This role is responsible for implementing systems and procedures that ensure appropriate internal controls, resulting in clean audits, and supporting effective program implementation. Nonprofit experience is not required. **This is a hybrid role, working two days in the office.**

The Accounting Manager, under the direction of the Executive of Finance and Operations, oversees the activities of the Finance Team, ensuring proper execution of required functions. This role is responsible for the implementation of appropriate financial controls to ensure compliance with GAAP, GASB, legal requirements, and internal processes. This role directs and manages the accounting and financial reporting functions, most specifically the third-party award contract management, billing, collection and supervision. A key responsibility for this position is leading the month-end and year-end close processes and will lead this effort by coordinating and monitoring assigned tasks to all staff members in the finance team. This position is an extremely collaborative position, reaching between departments frequently, and requires strong financial leadership skills.

Background on FIRST 5 Santa Clara County

FIRST 5 Santa Clara County is an established and thriving social services organization with \$24M in annual revenue, robust funding sources, and \$23M in reserves. First 5 supports the healthy development of children, from prenatal through age 5, and enriches the lives of their families and communities. While the early period in children's development is critical to their future success, it is also where public investments are lowest. FIRST 5 provides programs and services that ensure children are born and remain healthy, receive more from their education, and become productive adults.

Key Responsibilities

Financial Operations

- Directs the finance team, overseeing third-party billing activities, accounts receivable, and the processing of cash receipts.
- Responsible for the month-end, quarter-end, and year-end close processes.
- Responsible for performing or delegating the monthly account analysis and balance sheet reconciliations.
- Manages processing, reporting, and reconciliation of deferred compensation and retirement plans.
- Supports the Executive with the management of cash flow, and supports financial planning and analysis efforts.
- Serves as the primary liaison for audits, coordinating auditing engagements by organizing, assigning, reviewing, and providing requested documentation, and ensure timely audit completion.
- Prepares required state and county reports, including the state annual report, state matching fund annual report, and other governmental reports.
- Collaborates with the Executive of Finance and Operations to develop agency's budget and forecasting efforts.
- Responsible for entering, updating and maintaining the budget into Sage MIP.
- Responsible for updating the agency's budget for approved adjustments.

Grants & Contracts Management

- Oversees financial reporting and accounting for all third-party awards, grants and contracts, ensuring compliance with funding requirements, deadlines, and reporting obligations.
- Tracks and manages budgets, expenditures, and reimbursements for third-party awards, ensuring accuracy in financial tracking and reporting.
- Collaborates with program teams to provide financial guidance on grants and contracts-related matters.

Other Responsibilities

- Works closely with the Executive of Finance and Operations, and the contracts team on Medi-Cal Administrative Activities (MAA) for internal staff.

- Maintains and regularly updates accounting policies and procedures to ensure compliance, efficiency, and adequate internal controls.
- Monitors business practices to ensure adequate internal controls and to reinforce the compliance of rules, regulations and procedures.
- Ensure financial records are maintained in compliance with agency policies and GAAP.
- Manages and updates the chart of accounts within the accounting system.
- Manages, supports and develops accounting staff.
- Demonstrates excellent written and verbal communication skills.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

- **Technical Accounting Knowledge:** Thorough knowledge of GAAP, GASB and operational accounting processes and procedures.
- **Communication Skills:** The Accounting Manager must have excellent written and verbal communication skills and be extensively collaborative. This role requires the ability to communicate sensitive financial information and instructions to personnel with clarity and discretion. The Accounting Manager must be skilled in drafting reports and recommendations for senior finance management and leadership to be used in critical decision-making that will affect the Agency's direction. Maintaining confidentiality of financial information is also required.
- **Technology:** Highly skilled in technology including accounting software, MS Excel, MS Office, MS Outlook, and MS PowerPoint are necessary for the creation of engaging and easy-to-understand financial documentation, reports, and recommendations for senior finance management and leadership. Familiarity with and previous use of SAGE MIP for Nonprofits is a plus.
- **Interpersonal Skills:** The Accounting Manager will be results-oriented and have a passion for change implementation and management, work comfortably in a fast-paced and fast-evolving environment, be open and welcoming to change, have strong analytical and organizational skills, be self-motivated and proactive, require minimal supervision, have strong leadership capabilities, work comfortably in a highly collaborative setting, and remain calm and composed.
- **People Skills:** Candidates for this position must be capable of forming strong and meaningful relationships and inspire trust and confidence in others, enabling colleagues and senior management to trust the Accounting Manager's insights and follow the Accounting Manager's directives.

Educational and Work Experience Requirements

- **Education:** Bachelor's degree in finance or accounting, or related field, CPA certification highly desirable, but not required.
- **Experience:** 3+ years in an Accounting Manager, Supervisor or Controller position, OR significant public accounting experience auditing governmental agencies at the Audit Manager or Supervising Senior level.
- **For Internal Applicants Only:** In lieu of the otherwise required supervisory experience, the following criteria must be met for consideration:
 - Meet all minimum education/experience qualifications or equivalency;
 - Have a tenure of 18 months with FIRST 5 and 12 months in the current position; and
 - Employees must be in good standing to be considered for promotional or lateral opportunities.

* "Good standing is defined as not being the subject of any Performance Improvement Plan (PIP) or the recipient of any discipline at the written counseling or higher level within the previous 12 months".

Term

The salary range for this position is **\$120,579.23 – \$139,784.39** based on experience. This position is full-time exempt and is part of a recognized bargaining unit represented by SEIU Local 521. Some nights and weekends may be required.

Other

This position is full-time exempt and is part of a recognized bargaining unit (Director's Unit) represented by SEIU Local 521. Some nights and weekends may be required.

FIRST 5 Santa Clara County is an Equal Opportunity Employer and celebrates diversity and inclusivity. We prohibit discrimination on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. FIRST 5 Santa Clara County strongly encourages women, people of color, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. If you are a member of one of the aforementioned groups, you are encouraged to voluntarily self-identify, on either your application form, covering letter or resume.