

California Association of Food Banks
Position Available
Director of Finance and Operations

CAFB is a membership organization for 42 food banks from every part of California with a mission to create a well-nourished California, and a commitment to cutting-edge leadership in the anti-hunger community. Farm to Family is a unique cooperative program among food banks, growers, packers, and CAFB, designed to deliver fresh produce to food banks for distribution to people in need. For more information please visit our website at www.cafoodbanks.org.

Position Description: Reporting to the Executive Director and as a peer to the three program directors, the Director of Finance and Operations (DFO) will be responsible for maintaining and enhancing the internal organization processes and infrastructure that allow CAFB to continue to fulfill its mission. The DFO is responsible for ensuring accuracy and accountability in all aspects of CAFB's financial management and efficient administration of the organization, as well as the continued success of the Farm to Family program. The DFO works closely with the accounting staff, food solicitation team, senior staff, Board of Directors and various committees. This position oversees all financial transactions, reports and audits; purchases and maintains office technology; oversees personnel, benefits, and general office administration, as well as produce program operations and strategy.

With a staff of four, the DFO manages the following functions:

- **Finance.** The Director of Finance and Administration ensures the availability of cash for operations, appropriate fund level accounting for all revenue and expenses, and prompt verification and payment of bills; manages the annual budgeting process; ensures integrity in business policies and accounting practices; and, ensures the secure and accurate deposit and investment of all revenues. Provides leadership for all personnel involved in financial management and decision-making, including preparing cash flow projections and other analyses as needed.
- **Reporting.** The Director of Finance and Administration oversees financial reporting to the Board of Directors; oversees the annual independent audit and the preparation of local, state and federal reports, tax returns, and filings; and prepares responses to external financial and institutional surveys.
- **Technology.** The Director of Finance and Administration oversees the day to day operations of CAFB's computer systems; develops technology-driven policies and procedures; manages working relationships with consultants, vendors, internal tech support staff, and end-users to ensure the effective functioning of the

network and individual desktops; assists staff in accessing relevant training. This position also ensures that available technology is adequate to meet or exceed current business requirements and implements upgrades as needed.

- **Risk Management.** The Director of Finance and Administration establishes and oversees a multi-faceted risk management program including purchase of appropriate insurance coverage for personnel and property, maintenance of strong internal controls to prevent fraud, and management of decision processes to minimize risk.

- **Personnel.** The Director of Finance and Administration oversees personnel policy, establishment/implementation and benefits policies/practices; assists the Executive Director in setting a staff salary and benefits structure; and advises the Executive Director on proposed improvements or changes that are needed to meet market conditions or comply with employment laws and regulations.

- **Contract Administration.** The Director of Finance and Administration is responsible for ensuring fiscal compliance with all contracts, establishing and maintaining systems for appropriate tracking and reporting, and participating in any compliance reviews.

- **Farm to Family.** The Director of Finance and Administration establishes and maintains systems for timely and accurate processing of all Farm to Family transactions, data reporting, and data analyses as necessary, as well as designs and implements systems to procure and distribute a quantity and variety of fresh produce adequate to meet members needs.

- **Leadership.** The Director of Finance and Administration provides leadership to all staff involved in accounting and office management functions.

Qualifications

Outstanding skills in financial administration, including fund accounting; facility with office technology including Microsoft Excel and Word, and with accounting packages (integrated software preferred); planning, analysis and evaluation skills; budget preparation and management experience. Ideal candidate will be a team player, be flexible, communicate effectively and efficiently, and maintain excellence and accuracy throughout all business functions.

A minimum of 7 to 10 years successful experience accounting and finance. Bachelor's degree or equivalent experience preferred. Produce or food industry experience is of benefit. Other qualifications include:

- Excellent interpersonal skills and ability to work collaboratively and effectively with individuals of diverse backgrounds
- Strategic thinking with advanced organization and management skills
- Ability to make well-reasoned decisions within the team framework and in the best interests of CAFB for both the present and the future
- Advanced working knowledge of computer systems, database and accounting systems, and Microsoft Office applications; systems thinking
- Leadership initiative with skills promoting creativity and innovation
- Strong familiarity with nonprofits
- Valid California driver's license

Location: Downtown Oakland
Reports to: Executive Director

Compensation: \$95,000 – \$110,000 annually, DOE. Benefits include employer-paid health, dental and vision, retirement program, life insurance, and PTO.

To apply: Please visit <http://fs11.formsite.com/cafb/form5/index.html>, fill out the web form and attach your cover letter and resume where indicated. ****Please note**** Documents will not be reviewed unless they are submitted in the required format. Please read the instructions carefully.