



1624 Franklin
Street, Suite 722
Oakland, CA

Position Available

Director of Finance & Administration

Organization Overview

The California Association of Food Banks (CAFB) is a membership organization of 41 member food banks from every part of the state with a mission to end hunger in California and a commitment to providing cutting-edge leadership in the anti-hunger community. To accomplish this mission, CAFB focuses on increasing the visibility of hunger and its solutions, assisting Californians in accessing food assistance programs, distributing 160 million pounds of fresh produce through our Farm to Family program, providing educational opportunities and technical assistance to food banks, and influencing public policy at the state and federal level. Join our team of dedicated nonprofit professionals who work to provide anti-hunger initiatives that impact more than 4 million people each year. For more information, please visit our website at www.cafoodbanks.org.

Position Summary

Reporting to and partnering with the Executive Director, the Director of Finance & Administration (DF&A) is responsible for managing all functions related to the execution, analysis, planning, control and evaluation of accounting and financial functions, as well as managing CAFB's human resources and information technology. The DF&A will set CAFB's financial policy and direction while also being an active participant in the organization's overall strategy, leading all financial administration, business planning, and budgeting functions. As a member of the senior leadership team, the DF&A will work closely with a motivated and engaged Finance Committee of the Board of Directors.

Financial and Operational Management

- Direct and manage accounts payable and accounts receivable.
- Develop and implement financial policies and procedures.
- Ensure that all financial record systems are maintained in accordance with Generally Accepted Accounting Principles and the requirements of private, state, and federal funding partners.
- Monitor the use of all funds and financial relationships with members and sub-contractors.
- Prepare and present short- and long-term budgets; oversee the implementation of budgets to monitor progress and use of funds, and report on operational metrics.
- Prepare and present monthly and annual financial statements and financial reporting materials for funding organizations and CAFB's Board of Directors. Attend Finance Committee and Board of Directors meetings.
- Manage cash flow and forecasting.
- Coordinate all audit activities.
- Oversee the payroll administration process for accurate and timely processing.

- Ensure fiscal compliance with state and federal contracts, maintaining systems for appropriate tracking and reporting. Participating in compliance reviews.
- Evaluate and oversee all benefits negotiations to provide the most competitive packages for CAFB employees.
- Oversee all finance, HR, and IT-related procedures, processes, and administration, managing those systems and recommending improvements when necessary.

Risk Management

- Manage commercial insurance coverage, including liability, property, auto, and employee benefits programs.

Team Leadership

- Provide leadership and staff development for accounting/HR/IT staff.
- Provide team building and recognition for staff.

Strategy

- Partner with the Executive Director on operational and strategic issues; provide recommendations based on revenue/expense analysis and projections, and cost identification and allocation.
- Oversee annual and long-term budgetary planning and cost management in alignment with CAFB's strategic plan.
- Participate in strategic planning as an integral member of the senior management team.
- Engage the Director of Communications and Development to align financial management with short- and long-term financial planning projections, and to oversee accounting for restricted funds. Work in strong partnership with the Development team to produce reports, identify any funding gaps, and recommend strategies for meeting program revenue goals.
- Engage the Board's Finance Committee around issues, trends, and any changes in operational delivery.
- Research and recommend short- and long-term asset management strategies.

Qualifications

- Bachelor's degree in accounting, finance, business or related field; MBA preferred
- At least five years' experience in the full cycle of accounting (e.g., accounts payable and receivable, and month-end processes)
- Demonstrated excellence in managing, accounting, budgeting, control, and reporting, preferably in a nonprofit environment
- Advanced knowledge of accounting systems and software
- Skill in developing and implementing HR and IT procedures
- Ability to lead a staff team by communicating, motivating, and leading; ability to support and materially contribute as part of a strategic leadership team
- Excellent verbal and written communication skills
- Capable of managing both independent and highly collaborative work and a commitment to continuously improving systems and processes
- Commitment to the mission of CAFB; knowledge of food banks and/or experience in human services agencies highly desirable

- Ability to pass background check

Compensation

Salary range \$115,000 to \$125,000 annually. Excellent benefits including 100% employer-paid health, vision and dental insurance for employee; life and disability insurance; 403(b) retirement program with employer contribution; PTO including 11 holidays and vacation, health, and personal leave; and, commuter benefits.

To apply

Only electronically submitted applications will be considered. To apply, please visit <https://fs10.formsite.com/cafb2/form41/index.html?1500059464000> to submit a resume and cover letter. Please follow submission requirements and instructions carefully.