



## KIDWORKS COMMUNITY DEVELOPMENT CORPORATION

### Job Opportunity: Senior Director of Finance and Operations

<b>Job Title:</b>	Senior Director of Finance and Operations
<b>Department:</b>	Administration
<b>Classification:</b>	Exempt / Full-time
<b>Supervision:</b>	Executive Director/CEO
<b>Annual Salary:</b>	\$115,000 - \$130,000
<b>Benefits:</b>	Health Benefits (medical, dental, vision, paid group life insurance) 401(k) plan w/employer match, vacation, sick, and holiday pay

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*OneOC is proud to partner with KidWorks in the recruitment of the Senior Director of Finance and Operations position.*

#### THE ORGANIZATION

Would you like to leverage your professional skills and expertise by giving back to the community? Are you interested in knowing that every day you are making a difference in the lives of our community's youth and the next generation of young leaders? Consider joining the KidWorks team.

KidWorks, a well-respected community development organization located in central Santa Ana, exists to unleash youth potential. The organization serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more, please visit <http://www.kidworksoc.org>.

#### POSITION SUMMARY

KidWorks is seeking an experienced and collaborative finance leader to serve as its Senior Director of Finance and Operations. The Senior Director of Finance and Operations is responsible for all aspects of KidWorks' finances and will also support the operations function of the organization, which includes Information Technology planning and purchasing. The position, reporting directly to the Executive Director/CEO, serves on the KidWorks Executive Team and works closely with the Board of Directors and KidWorks senior staff.

#### ROLES AND RESPONSIBILITIES

##### Finance

- Oversee 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 and oversee the preparation of financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Oversee full financial grant management by analyzing and reporting on various grants to the California Department of Education and private funders, meeting all grant deadlines and requirements.



- Lead the annual budgeting and planning process in conjunction with senior management and the CEO; administer and review all financial plans and budgets; monitor progress and changes; and keep the senior leadership team abreast of the organization's financial status.
- Coordinate and lead the annual audit process, act as a liaison with external auditors and the Finance and Audit Committees of the Board of Directors; assess any changes necessary.
- 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, endowments, and operating funds.
- Manage banking and investment firm relationship and coordinate transitions when necessary.
- Assist with the long-range financial planning process and make suggestions for the future financial well-being of the organization.
- Manage and actively staff the Finance, Investment, and Audit Committees of the Board of Directors by providing expertise on all matters pertaining to KidWorks finances, making suggestions for improvements and best practices regarding financial and investment policies and procedures.
- 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 the critical financial matters to the Board Finance Committee and the Board of Directors.
- Work across the KidWorks' teams on cross-organization initiatives including strategic planning, operational planning, grant management and other initiatives.
- Maintain current knowledge of nonprofit best practices and inform senior management and the Board of Directors of any changes that would affect the financial functions of the organization.
- Other related duties as assigned.

### **Operations**

- Manage all insurance coverage, including liability, property and Worker's Comp; assess any changes necessary; manage insurance broker relationships and coordinate transitions when necessary.
- Work closely with the HR Generalist and HR and benefits contractors to ensure that all Payroll/HR/Benefits/Retirement Plan administration processing is completed in a timely and accurate manner.
- Collaborate with the Facilities and Operations Managers to develop a proactive facility management plan and procedures.
- Manage the Information Technology (hardware and software) needs of the organization working closely with the Operations Manager and an external IT support vendor.
- Maintain current knowledge of nonprofit best practices and inform senior management and the Board of Directors of any changes that would affect the operational functions of the organization.
- Other related duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

- Supervise one Accounting Manager and at least four Operational staff members.
- Provide leadership and serve as a positive role model.
- Ensure that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.





- Complete supervisory duties timely and effectively, including interviewing, job training, appraising, counseling and disciplinary processes.
- Reduce employer risk through compliance with HR practices and policies.

## **CANDIDATE PROFILE**

- Bachelor's degree in accounting, finance, or related field. MBA/CPA and/or nonprofit management a plus.
- At least 5-7 years of professional experience in nonprofit accounting.
- Strong interpersonal skills, cultural humility, and cross-cultural communication skills across various demographic audiences
- Experience in developing and managing internal control, audit, and systems infrastructure.
- Experience in the management and reporting on multiple government and foundation contracts and grants.
- Experience and strong ability to accurately recognize and track various types of revenue such as: revenue with and without donor restrictions; event sponsorships; deferred revenue; and donor pledges.
- Supervisory experience required.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Multi-tasker with the ability to wear many hats in a fast-paced environment.
- Has experience of final responsibility for the quality and content of all financial data, reporting, and audit coordination for a similarly-sized organization or larger.
- Ability to translate financial concepts to – and effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have financial backgrounds.
- Proven ability to maintain confidentiality of sensitive and private information.
- Maintains current knowledge of and complies with organizational and department policies and procedures.
- Covid-19 completed vaccination required.
- Valid drivers' license and a reliable, insured vehicle for travel.

## **COMPUTER SKILLS**

- Extensive experience with accounting software required, nonprofit accounting software experience a plus.
- Advanced knowledge of Microsoft Office products, specifically with Excel as an analytical tool.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with Information Technology vendors.

## **HOW TO APPLY:**

Please send resumes & cover letters (both required) to:  
sbrooks@oneoc.org  
714-597-8951

Direct all correspondence, emails, and telephone calls to OneOC. Any resumes sent, or telephone calls made to KidWorks will be redirected to OneOC. *KidWorks is an equal opportunity employer.*



OneOC Mid-Management Recruitment Services  
www.OneOC.org