



# JOB ANNOUNCEMENT

POSITION TITLE	DIRECTOR OF FISCAL OPERATIONS	
DEPARTMENT	ADMINISTRATION	
REPORTS TO	CHIEF FINANCIAL OFFICER	
FLSA STATUS	FULL-TIME/EXEMPT	
RECRUITMENT FOCUS	EXTERNAL APPLICANTS	
POSTING DATE:	INTERNAL CLOSING:	EXTERNAL CLOSING:
4/25/17	OPEN UNTIL FILLED	OPEN UNTIL FILLED

## ORGANIZATION SUMMARY

The LA Conservation Corps (the Corps) is a private, non-profit organization that has been helping at-risk young people develop themselves since 1986. To date, more than 20,000 young people have participated in Corps classes and service projects, learning new skills while contributing to the quality of life for all of us in the greater Los Angeles area.

## MISSION

The primary mission of the LA Conservation Corps is to provide at-risk young adults with opportunities for success through job skills training, education and work experience with an emphasis on conservation and service projects that benefit the community.

## POSITION SUMMARY

The Director of Fiscal Operations is responsible for leading, executing and enhancing the Corps' accounting function to enable the organization to fulfill its mission. In that capacity, the Director of Fiscal Operations is the subject matter expert on all accounting and Payroll matters and takes the lead on building and implementing best practices that will support the organization's continuous improvement efforts. The Director of Fiscal Operations reports to the Chief Financial Officer and oversees the work of an Accounting Manager, Accounts Payable Manager and Payroll Supervisor with functional responsibility over accounting procedures including but not limited to the monthly close and reporting, annual audit and tax filings, accounts payable, accounts receivable, general ledger, payroll, scholarships and grants administration.

The Director of Fiscal Operations will ensure that the Corps' accounting systems, checklists and procedures are properly maintained and updated to support on-going operations and effective program implementation as well as conduct flawless audits. The Director of Fiscal Operations will also work closely with the CFO, senior management and other staff to enhance and better integrate the Finance, HR & IT functions. The Director of Fiscal Operations is a key member of the Finance & Payroll teams and is the subject-matter expert on the Corps' financial technology systems (Blackbaud and Paycom).

## ESSENTIAL RESPONSIBILITIES

### Accounting

- Oversees all accounting activities of the organization and ensures compliance with appropriate GAAP standards and regulatory requirements.
- Designs and maintains accounting information systems (Blackbaud Financial & Raisers Edge with Advanced Budgeting and AR Modules) to produce timely and relevant financial data for internal decision making purposes and for meeting funding agencies', regulatory and other external requirements; assists in the on-going upgrades of the Blackbaud accounting system.
- Establishes, maintains and monitors internal controls system to ensure accurate accounting and reporting.
- Leads Accounts Payable system and staff, ensuring vendors are paid correctly in accordance with the terms and that related expenses are properly recorded.
- Leads Accounts Receivable process and integration for data between operations/programs and the accounting system.
- Oversees the tracking and reporting of the organization's temporarily and permanently restricted funds and administers timely releases.

## JOB ANNOUNCEMENT



- Prepares organizational cash flow forecasting by working in partnership with program and development leadership, as well as other senior management.
- With Compliance Officer, leads the annual audit process and maintains strong relationship with external auditors; oversees the process of the fiscal audit preparation, Form 5500, Form 990 as well as funder, insurance, IRS and other annual compliance audits and return filings; oversees the annual preparation of 1099s.
- Supports the Chief Financial Officer in engaging the Board of Directors' Finance Committees around issues and trends in financial operating models and delivery.
- Supports annual budgeting and planning process as well as ad hoc analyses, as appropriate.
- Ensures that federal, state and local tax reporting compliance requirements and other filings are met.

### Finance

- Consistently prepares, reviews and analyzes financial data and presents financial reports in an accurate and timely manner to sites, departments and the organization.
  - Ensures reports provide Site Directors, department heads and senior leaders with the information needed to make key decisions about the finances of their site or department.
  - Ensures proper booking in accordance with financial plans and forecasts and reviews actual results with a view to identify, explain and correct variances as appropriate.
  - Updates the Chart of Accounts when needed to address analysis requirements while maintaining a clean and organized operating structure.
  - Completes month-end close within 12-business days, with a goal of attaining a 10-business day close by the end of the 2018-19 fiscal year.
  - Leads monthly financial statement review meetings with program management and Executive Office staff.
- Oversees all fundraising/development accounting to ensure that revenues and expenditures are consistently and accurately captured in financial systems and consistent with funder requirements.
  - Partners with the Development Department to develop clear and accurate grant budgets and reports.
  - Supports the Development Department in collecting all pledges and commitments in a timely manner.
  - Reconciles the Development Director records with the Accounting Department's records in a timely manner to ensure all parties have accurate information.
- Builds a system of checklists, processes and procedures that accomplishes the following:
  - Ensures internal controls are in place that protect the organization against fraud and provide assurances that the Corps' accounting records are accurate and complete.
  - Streamlines inefficiencies with the organization; develop systems and processes that minimize the amount of effort required by the Corps' staff to complete administrative tasks such as timesheets, expense reports and invoice processing, while maintaining airtight internal controls.
  - Implements a continual cycle of review of processes and procedures to ensure that the Corps is running a best practices accounting department.

### Payroll

- Provides guidance on the prevailing laws governing payroll and income taxes, employee benefits and garnishments and ensures compliance with current labor law and Corps policies and procedures, including adherence to Employee Handbook policies as they relate to payroll.
- Develops, implements and monitors payroll procedures.
- Controls and supervises the preparation, documentation and disbursement of payroll-related payments and manages all payroll reporting.

### Staff Management

- Supervises subordinate managers who each supervise employees in General Ledger/Accounts Receivable and Accounts Payable; supervise Payroll Department staff.
- Builds highly effective team with attention to goals, roles and communication that demonstrate consistently exceptional performance and mastery of available technology and who are seen as key resources in critical strategic, financial and operational decisions; ensures staff is cross-trained.

# JOB ANNOUNCEMENT



## MINIMUM REQUIREMENTS/QUALIFICATIONS

- Demonstrate a track record in grants management as it relates to compliance and reporting of multiple government, corporate and foundation grants.
- Demonstrate solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger and payroll.
- Demonstrated knowledge of non-profit Generally Accepted Accounting Principles (GAAP).
- Technology savvy with experience selecting and overseeing software installations and management relationships with software vendors; extensive experience and knowledge of accounting and reporting software.
- Ability to lead financial discussions among peers and other staff (e.g., budget planning and/or spending discussions)
- Demonstrated success as a manager and developer of people and teams.
- Agility and the capability to think strategically while executing tactically within a lean and resource-constrained environment.
- Exceptional communication skills with demonstrable ability to write effectively, speak persuasively and listen attentively.
- Superior organizational and project management skills with strong attention to detail.
- A history of achieving results and willingness to go the extra mile to reach goals.
- A constant learner who is interested in being a proactive, positive member of the team
- High level of self-awareness, humility and emotional intelligence.
- Ability to effectively perform the physical requirements of the job, as well as train others.
- Ability to balance competing priorities and multiple stakeholders.
- Ability to work independently.
- Passion for the Corps and ability to articulate its mission.

## REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited institution, ideally with an MBA/CPA or related degree; a minimum of five (5) years of relevant accounting and finance experience.
- Significant experience with non-profit accounting systems, fund accounting and government funding compliance; working knowledge of Blackbaud Financial Edge accounting software and Paycom's HR/Payroll system/database application are preferred.

## OTHER DUTIES AND REQUIREMENTS

- Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility).
- Pass a post-offer Live Scan (fingerprint/background clearance-Department of Justice) before commencing employment.
- If a private vehicle is utilized for company purposes validation of a California Class C Driver's License, validation of driving record and approval of commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California.
- Reference checks will be conducted; employment is contingent upon receipt of acceptable references.

## SALARY AND BENEFITS

- Salary \$70,032 - \$115,540 annually (reflects the entire salary range). A starting salary higher than \$70,032 annually is based on a level of experience and education that significantly exceeds the minimum requirements and is commensurate with the compensation scale (salary range).
- Medical, Dental, Vision Benefits
- Vacation, Sick and Personal Holiday Benefits

## EXTERNAL APPLICATION PROCEDURE

Email cover letter and resume to [jobs@lacorps.org](mailto:jobs@lacorps.org). The Los Angeles Conservation Corps only employs individuals who are lawfully authorized to work in the United States.

You will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview



## **JOB ANNOUNCEMENT**

will cover education and experience requirements. Applicants who need reasonable accommodations to apply or interview for this position must notify Human Resources at least four (4) business days before the closing date of the position or, if applicable, at the time an interview is scheduled.

### **AA/EEO STATEMENT**

It is the policy of LA Conservation Corps to seek and employ qualified workforce at all locations, job sites, and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination.

**LA Conservation Corps**  
**Equal Opportunity Employer**  
[www.lacorps.org](http://www.lacorps.org)