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**Job Title:** Finance Director  
**Program/Dept.:** Finance  
**Classification:** Regular, Full-Time/Exempt  
**Salary:** \$85,000 - \$100,00.00/Annually  
**Reports to:** Chief Financial Officer/Chief Development Officer  
**Location:** 1725 N Fine Ave., Fresno, CA 93727  
**Date:** January 25, 2025

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## 1. AGENCY

The Fresno Center (TFC) is a non-profit organization that was established in the past 30+ years serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop-shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Welfare-to-Work Employment Mental Health Services, Holistic Cultural and Educational Wellness Center, and Neighborhood Resource Center, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to *Inspire. Encourage. Cultivate*. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

## 2. THE POSITION:

Reporting to the Chief Financial Officer/Chief Development Officer the Finance Director leads all day-to-day accounting operations, with functional responsibility for accounting, accounts payable, accounts receivables, payroll, and grants administration. Responsibilities also include production of financial reports; proper maintenance of accounting records; accurate processing of financial transactions; and a d m i n i s t r a t i o n of a comprehensive set of controls and budgets designed to mitigate risks, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles (GAAP); adhere to grants management standards; and result in flawless audits. The Finance Director supervises the Accounting Clerks and other related functions.

## 3. ESSENTIAL FUNCTIONS

### 3.1. General Supervisory Duties:

- 3.1.1. Provide leadership to finance and accounting areas of the organization.
- 3.1.2. Provide useful financial insights to help make better decisions about formulating and executing strategy and provide guidance and analysis to the finance director to improve results.
- 3.1.3. Maintain system of accounts and keep books and records on all transactions and assets.
- 3.1.4. Prepare and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- 3.1.5. Maintain control of the following areas: general ledger, accounts payable, accounts receivables, expense reports, billing, and payroll.
- 3.1.6. Administer US-based payroll, using various tools and partnering with ADP payroll company to deliver flawless payments.
- 3.1.7. Administer QuickBooks to deliver flawless accounting.
- 3.1.8. Supervise the Accounting clerks and assign jobs relevant to accounts payable, accounts receivable, new-hire onboarding, and broker relationship management.
- 3.1.9. Supervise the Accounting clerks and assign jobs relevant to accounts payable, accounts receivable, new-hire onboarding, and broker relationship management.
- 3.1.10. Oversee maintenance of financial files.
- 3.1.11. Assist in the management of grants reporting, development, contracts, compliance, and reconciliation.
- 3.1.12. Prepare a variety of ad hoc financial scenarios as requested.



- 3.1.13. Supervise the work of assigned staff to implement approved changes and ensure program, and organization compliance.
- 3.1.14. Prepare a variety of detailed accounting, statistical, and narrative financial statements for reports requiring analysis and interpretation.
- 3.1.15. Ensure that staff attend and participate in appropriate on-the-job trainings. Schedule appropriate staff for skills enhancement training on a regular basis.
- 3.1.16. Monitor compliance with laws, policies, and accounting policies.
- 3.1.17. Act as a liaison between the organization and external third parties.
- 3.1.18. Assist in developing, reviewing, and analyzing grants, contracts, and proposals for fiscal soundness and adherence to generally accepted accounting principles and TFC policies.

### **3.2. Transactional Accounting Duties:**

- 3.2.1. Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- 3.2.2. Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- 3.2.3. Manage, oversee, process (as appropriate), and act as backup for processing all of the following transactions: payroll, accounts payable, accounts receivables, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- 3.2.4. Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules.
- 3.2.5. Maintain an orderly accounting filing system.
- 3.2.6. Generate monthly board financials and ensure all financials are accounted and balanced.
- 3.2.7. Analyze and resolve problems presented by subordinates, staff, or funding agencies that are complex or sensitive in nature.
- 3.2.8. Communicate fiscal status of assigned programs with program staff, such as with budgets and actuals reports.
- 3.2.9. Develop, or review, cost allocations for reasonableness and consistency.
- 3.2.10. Ensure the accuracy of transactions entered into the accounting system.
- 3.2.11. Ensure all reporting deadlines are achieved.
- 3.2.12. Monitor assigned general ledger activity areas for accuracy and appropriateness.
- 3.2.13. Prepare and/or review billing for accuracy, completeness, and conformance to policy.
- 3.2.14. Review variance reports prepared by assigned staff and ensure any unusual items are communicated and followed-up on with appropriate staff.

### **3.3. Reporting Responsibilities.**

- 3.3.1. Assist in issuing timely, accurate, and complete financial statements for all levels, including Board of Directors, executive, and management.
- 3.3.2. Assist in coordinating the preparation of the draft audited financial statements and all tax returns.
- 3.3.3. Coordinate the preparation of financial information in the corporate annual report.
- 3.3.4. Recommend and report upon benchmarks against which to measure organizational performance.
- 3.3.5. Calculate and issue financial and operating metrics.
- 3.3.6. Assist in production of cash flow reports, annual budget, and forecasts.
- 3.3.7. Calculate variances from the budget and report significant issues to management.
- 3.3.8. Provide for a system of management cost reports.
- 3.3.9. Provide financial analyses and models as needed, in particular for capital investments, pricing decisions, and contract negotiations.

### **3.4. Quality Assurance Duties:**

- 3.4.1. Prepare and assist with developing audit schedules for the annual audit.



- 3.4.2. Suggest improvements in processes to increase organizational effectiveness.
- 3.4.3. Gather 990 and 990T information for the annual tax return.
- 3.4.4. Oversee state registration filings.
- 3.4.5. Analyze and resolve problems presented by staff that are complex or sensitive in nature.
- 3.4.6. Assist in the maintenance of the authorized signatory worksheet with sample signatures.
- 3.4.7. Ensure annual property tax exemption filing is completed on time and accurately and follow-up on any pending adjustment with the Exemptions office.
- 3.4.8. Prepare/review responses to requests for organization's fiscal information.
- 3.4.9. Monitor the accuracy of transactions entered into the accounting system.
- 3.4.10. Review procedures and documents to ensure internal controls are properly maintained.
- 3.4.11. Reconciliation of various accounts/statements/accounting modules to the General Ledger, as assigned.
- 3.4.12. Verify that accounts payable disbursements have been completed in accordance with organization and/or funder requirements.
- 3.4.13. Participate in the preparation, evaluation, and maintenance of budgets and budgetary controls.
- 3.4.14. Develop strong relationships with program managers and directors to help coordinate and monitor financial budget according to approved budget guidelines.
- 3.4.15. Maintain general ledger in order to complete and submit accurate financial data during month-end process according to predetermined deadlines.
- 3.4.16. Develop, investigate, and communicate variance issues to directors, supervisors/managers of all programs.
- 3.4.17. Assist in completing and compiling financial support documentation for budget and external audit purposes.
- 3.4.18. Perform other related duties, as assigned.

#### **4. MINIMUM QUALIFICATIONS:**

- 4.1. QuickBooks Nonprofit experience, highly preferred, or other financial software management is a plus.
- 4.2. Microsoft Outlook and Microsoft Excel experiences, highly preferred.
- 4.3. ADP Payroll experience, highly preferred.
- 4.4. Solid knowledge of general accounting concepts; and
- 4.5. Critical thinking and problem solving.
- 4.6. Must have transportation and a valid California Driver's License
- 4.7. Clean DMV record and valid vehicle insurance
- 4.8. Must pass background check and Drug Test.

#### **5. COMPETENCY:**

- 5.1. Proactive, hands-on Supervisor who will own, in partnership with the Chief Financial Officer/Chief Development Officer responsibility for the Finance Department.
- 5.2. Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
- 5.3. Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- 5.4. Proven ability to make complex and time-sensitive decisions in the best interests of the organization.
- 5.5. Thorough knowledge of basic GAAP and accounting procedures.
- 5.6. Understanding Budgets and Actuals, A/R, A/P, Payroll, Payroll, and Cost Allocations
- 5.7. Effective communication skills; oral and written.
- 5.8. Strong organizational skills – analytical skills.
- 5.9. Ability to demonstrate independent judgement with limited supervision.
- 5.10. Proficient in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint, Teams, and more) and related business software
- 5.11. Detail oriented.
- 5.12. Ability to keep information confidential.



- 5.13. Recognizes and values personal and cultural differences; and
- 5.14. Courteous, professional manner, strong customer service skills.

**6. SUPERVISORY RESPONSIBILITIES:**

This position will have level of supervision of up to three to four employees.

**7. PERSONAL QUALITIES**

- 7.1. Accountable
- 7.2. Diligent and organized.
- 7.3. Ethical and loyal
- 7.4. Punctual
- 7.5. Flexible
- 7.6. Problem-solver
- 7.7. Creative
- 7.8. Honest

**8. WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**9. TYPICAL WORKING CONDITIONS:**

The office setting is a normal environment. Occasionally work during early morning, evening, or weekend. May be subject to temperature variances in the office. The noise level in the work environment is usually moderate but may come excessively loud with the increased patient flow during a busy day.

**10. TYPICAL PHYSICAL DEMANDS.**

Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

**11. POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full time, exempt position with typical work hours from 8:00 am to 5:00 pm with weekends as needed.

**12. TRAVEL:**

This position will require occasional work travel related to staff meeting and business meetings with vendors and employees, and mostly within the City of Fresno limits.

**13. REQUIRED EDUCATION AND EXPERIENCE:**

- 13.1. Bachelor's degree in Business Administration, Accounting, Finance, or related field.
- 13.2. 5-10 years of increasing responsibility in accounting and management or equivalent experience.
- 13.3. QuickBooks Nonprofit experience, highly preferred, or other financial software management is a plus.
- 13.4. Microsoft Outlook and Microsoft Excel experiences, highly preferred.
- 13.5. ADP Payroll experience, highly preferred.
- 13.6. Solid knowledge of general accounting concepts; and
- 13.7. Critical thinking and problem solving.



**14. PREFERRED EDUCATION AND EXPERIENCE:**

- 14.1. Master's in business administration (M.B.A), preferred.

**15. ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

- 15.1. Dependable, reliable, ability to multi-task.  
15.2. Professional certification, in good standing (such as CPA CIA, CMA, or CPP), preferred.  
15.3. Knowledge of financial and accounting principles and practices (with preference in grant reporting and related governmental regulations) and procedures.  
15.4. Maintain a valid California driver's License, reliable transportation, and adequate auto insurance as required by state law; and  
15.5. While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management.

**16. BENEFITS:**

- 16.1. Medical, vision, and dental coverage.  
16.2. Life insurance coverage at annual salary.  
16.3. Sick leave, per personnel policy (7 days per year).  
16.4. 401k retirement plan, after completion of 90 days of employment; potential 3% match.  
16.5. Vacation, per personnel policy (12 days per year).  
16.6. Holidays per personnel policy (currently 12 paid holidays per year)

**CLOSING DATE: Monday, May 1, 2023 @ 5:00 PM.**

To apply please submit a cover letter, attention to Kellie Charfauros, resume, and three references, with in the subject line Finance Director and email to [kellie.charfauros@fresnocenter.org](mailto:kellie.charfauros@fresnocenter.org). The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.