

**ECONOMIC OPPORTUNITY COUNCIL OF SAN FRANCISCO**

1426 Fillmore Street, Suite 301 • San Francisco, CA 94115

(415) 749-5600 • Fax: (415) 749-3956 • Web: [www.eocsf.org](http://www.eocsf.org)



**POSITION TITLE:** Chief Financial Officer

**DEPARTMENT:** Finance

**REPORTS TO:** Executive Director

**SUPERVISES:** Finance Staff

**BASIC FUNCTION:**

Under the supervision of the Executive Director, the Chief Financial Officer is responsible for the design, operation and control of effective fiscal procedures, including but not limited to accounting payroll, cash management, property control, procurement, budget review, reports, risk management, and audits record maintenance. Maintains General Ledger Accounting system based on Generally Accepted Accounting Principles.

**PRIMARY RESPONSIBILITIES:**

1. Assure that Agency's procedures remain consistent with generally accepted accounting principles and the contractual requirements of contracts and grants.
2. Direct fiscal planning, internal fiscal controls, property control and procurement procedures.
3. Develop, monitor, evaluate, and report on financial programs and procedures.
4. Develops and maintains accurate charts of accounts, including allocation of program income and outlay, and in-kind contributions.
5. Oversees the month end close and preparation of timely, accurate financial statement for management and the Board.
6. Initiate and direct, in coordination with other staff, cost studies and comparative analyses of alternative operating strategies.
7. Assist in the resolution of audit findings and the implementation of auditors' recommendations and report all findings to management staff and the Board of Directors through the Executive Director.
8. Acts as resource person to the Board of Directors through the Executive Director.
9. Direct the preparation of reports concerned with the financial status of the Agency and with special financial matters.
10. Inform the Executive Director and others as directed on a consistent and timely basis of the financial status of the Agency, and advise on the financial effect of management decisions.
11. Prepare documentation for and work with independent auditors as required by

- policy, governmental regulations, or other requirements.
12. Provides the direction, which assures that policies, procedures, practices, records, and financial statements are in full compliance with applicable regulation, law, contracts and standard practices.
  13. Forecasts short-range and long-range cash requirements and obligations.
  14. Maintain and report current information relative to the financial status of the Agency and its programs.
  15. Review Tax Return(s).
  16. Report and analyze budget issues.
  17. Prepare and perform internal audits.
  18. Knowledgeable of the Quickbooks accounting software.
  19. Coordinates communication and contracting with: general liability insurance entities, and broker(s).
  20. Attends required training and/or meetings and represents the agency to local officials, governmental agencies, insurance brokers/inspectors, auditors, civic officials, and other community leaders, as needed.
  21. Personally stays current on new legislation, contractual requirements, contract changes, and best practices related to financial and operations management. Provides opportunities for department staff education and development in these areas as well.
  22. Supervises finance staff and conducts timely performance reviews.
  23. Perform other duties as assigned by the Executive Director.

#### **MINIMUM QUALIFICATIONS:**

1. Master's degree/CPA or equivalent.
2. Five (5) experience in fiscal management.
3. Five (5) years experience directing the financial operations of a non-profit organization or public administration.
4. Three(3) years experience supervising fiscal staff.
5. Experience with Federal, State and local reporting requirements and regulations of funding sources.
6. Knowledge of financial computer systems, payroll and data processing and spreadsheets.

**CLASSIFICATION:** Exempt

**SALARY:** \$80,000.00 - \$88,000.00

**SCHEDULE:** Full-Time Position

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**HOW TO APPLY:**      **Send resume/application to:**

**Economic Opportunity Council of San Francisco, Inc.  
Personnel Department  
1426 Fillmore Street, Suite 301  
San Francisco, CA 94115**

**Or**

**Email:**   [l\\_wilson@pacbell.net](mailto:l_wilson@pacbell.net)

**Or**

**Fax:**      **415.749.3956**

**DEADLINE TO  
APPLY:**

**May 10, 2016**