



**Community Action Agency of Butte County, Inc.**



## **JOB ANNOUNCEMENT**

### **Chief Financial Officer**

Annual Salary: \$71,697.60 - \$91,936

**Applications Due As Soon As Possible**

#### **ABOUT THE OPPORTUNITY**

The Community Action Agency of Butte County, Inc. (CAA) is a non-profit organization that has been providing supportive services to low-income residence in our community for over 50 years! We are seeking a forward-thinking, experienced and highly skilled Chief Financial Officer (CFO). The CFO is a key member of Agency leadership who, as a part of a leadership team, applies professional financial management skills to help to chart the future of the Agency in accordance with its mission and vision. The CFO will help to reinforce an organizational commitment to excellence and the rich history of community action. The CFO will be knowledgeable of the field of community action to help the Agency to remain true to its origins. As demonstration of this the CFO will be expected to obtain a Certified Community Action Professional (CCAP) from the National Community Action Partnership. In addition to the need to administer Agency budgeting, accounting, fleet and facilities responsibilities the CFO will apply critical management leadership skills including financial projections, scenario planning, varied analyses and risk assessments. The CFO should be comfortable with a focus on continuous improvement and development of organizational systems, policies and practices.

Priorities for the CFO will include: Supporting the CEO's focus on vision, key strategic initiatives, fundraising and maintaining a strong external organizational presence; preserving operational integrity and accountability while effectively representing CAABCI with staff, boards, committees, the public, and representatives of donor and grant agencies; establishing and maintaining cooperative working relationships, working well with a broad range of personalities and experience levels; continuing to build organizational financial capacity in challenging and changing nonprofit business environment; demonstrating a customer service attitude to a wide variety of interests; balancing consensus with a bias for action

#### **ABOUT THE POSITION**

The Chief Financial Officer is (CFO) an exempt, management level classification. The CFO is a member of the Executive Group. The CFO plans, organizes and directs the financial planning functions of the Agency; oversees and directs accounting, auditing, budget, payroll, risk management, fleet and facility functions; represents the Agency with other organizations and government agencies while performing a variety of complex fiscal and analysis assignments. The CFO provides supervision, direction and training for assigned staff, including but not limited to, Controller, Accountant series, Account Clerk series, Office Assistant series and Maintenance series.

#### **IMPORTANT & ESSENTIAL JOB DUTIES**

The following is used as a partial description and is not restrictive as to all duties required:

- Oversees and plans, organizes, manages, and coordinates the financial functions of the Agency; Develops, directs, and administers a variety of financial services, including but not limited to budgeting, revenue projections, payroll, tax accounting, general accounting, cash receipt and disbursement, recording of non-cash transactions and contract billing; Directs and coordinates the development of financial and office policies, such as accounting standards, accounting controls, work procedures, workload distribution, travel reimbursement, budget forms, fiscal policies and procedures; Develops and implements financial record keeping methods and procedures; Works with Agency management to provide advice and consultation on budget procedures and expenditures; Compiles and prepares the annual Agency budget; Oversees and assists with balancing journals and ledgers; Develops and coordinates the implementation of cost tracking systems, including maintaining information for Grant Mandated expenditure tracking; Ensures compliance with strict contract and legal deadlines; Keeps abreast of legislative changes and legal issues involving Agency financial management; Provides advice on code and law changes to other staff; Oversees financial functions including but not limited to legal document preparation, contract report monitoring, fleet/facility maintenance and public contact procedures.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Operations, policies, procedures, and legal requirements of the Agency. General accounting theory, principles, practices and their application to a variety of accounting transactions and problems. Laws, rules, regulations, and policies affecting the financial operations of the Agency; including but not limited to GAAP, federal OMB Uniform Guidance, and 403B administration. Non-profit agency cost accounting and budgeting. Fiscal and program auditing theory, principles, and techniques and their application to Agency financial functions. Payroll laws and administration. Complex Fund Accounting. Principles of account classification, budget development and control. Computerized financial management systems and payroll systems; knowledge of MIP Fund Accounting software preferred. Principles of supervision, training, work evaluation, and management. Fleet and Facilities management. Long-term disaster recovery, affordable housing development and construction/renovation accounting. Landlord/rental operations, including California tenant/landlord law.

### **Ability to:**

- Plan, direct, coordinate, and manage the financial functions of the Agency. Perform a variety of complex fund accounting, auditing, and financial transaction work. Analyze and evaluate financial, program, and operational information, researching and gathering appropriate information to resolve problems. Provide supervision, training, and work evaluation for assigned staff. Monitor and update fiscal and operational records. Develop objective analyses and recommendations for use by Agency management. Oversee the preparation and prepare a variety of financial and audit reports and statements. Successfully complete the annual Federal Single Audit, and 403B 5500 audit. Gather, organize, analyze, and present a variety of information. Conduct effective risk-management functions. Effectively represent the Agency with staff, boards and commissions, the public, and representatives of donor and grant agencies. Establish and maintain cooperative working relationships, working well with a broad range of personalities and experience levels. Maintain and observe all safety precautions and practices. Plan effectively and collaboratively for the long-term, while remaining flexible in the short-term to adapt to changing local, national, political and grant conditions

### **Training and Experience:** A typical way to obtain the required knowledge and abilities would be:

- B.S. in Business Administration or Accounting. Broad and extensive professional work experience in financial analysis work, including experience with non-profit agency financial and including at least two (2) years in a management capacity. Education equivalent to successful completion of courses required for a major in accounting at an accredited four (4) year college or university, or successful completion of a professional accounting curriculum which included courses in elementary and advanced accounting, auditing, cost accounting, and business law. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

### **Special Requirements:**

- Possession of a valid and appropriate California Driver's License with a good driving record; eligible for Agency automobile insurance coverage per Guidelines for Drivers of Agency Owned Vehicles. Ability to be insured under Agency's Fidelity Bond. Pass a post-offer / pre-employment background check and drug test.

## **BENEFITS OF EMPLOYMENT**

The starting annual salary for this position is \$71,697.60 (\$34.47 to \$44.20 per hour); wages negotiable within the assigned salary range based on experience and qualifications.

This position also offers an employee benefit package that includes the following:

- Health, Dental and Vision Insurance – The Agency currently pays 70% of the employee premiums and 15% of eligible dependent premiums. Life Insurance – The Agency currently pays for a \$25,000 life insurance policy for the employee. Spouse and children coverage is available for a minimal fee. Voluntary Term Life with AD&D also available for employee, spouse and dependents. 403(b) Retirement Plan – Employees are eligible to make elective deferral contributions anytime on or after the date of hire. After completing one-year of service (1040+ hours), employees are eligible for 3% Agency contributions and matching contributions up to 3.25%. Optional Benefits – Cafeteria Plan (Medical & Dependent Care FSA); Accident, Cancer, Critical Illness and Short-term Disability Coverage; access to an Employee Assistance Program. Other Annual Benefits – accrued Sick Leave, accrued Vacation, Personal Holiday Leave, 10 paid Agency observed holidays.

## **TO APPLY**

Would you like to become a part of our amazing team?!?! Interested individuals are urged to apply as soon as possible. Please visit our website at [www.buttecaa.com/careers](http://www.buttecaa.com/careers) to complete the required Agency application.

## ABOUT OUR COMMUNITY

If you're looking for a great place to live and a position that offers challenges and professional development opportunities then Community Action Agency of Butte County, Inc. could be the answer. We are located in northern California only three hours from San Francisco and Reno, and only an hour and a half from the State Capital in metropolitan Sacramento. Considered the North State Butte County is in the north end of the Great California Central Valley. It is bordered by the Sacramento River to the west and the Sierra Nevada Mountains to the east. It offers lifestyles from rural to suburban with education, cultural enrichment and outdoor recreation opportunities that are rated among the best.

Our largest city, Chico (estimated population \$105,000), is home to California State University, Chico with approximately 16,000 students. Chico was named as one of America's "Top 100 Art Communities" due to numerous specialties and events. Chico is home to nationally known Sierra Nevada Brewery. Numerous opportunities for picnicking, swimming, biking, jogging, golf and other outdoor recreation can be found in the area along with Bidwell Park, one the largest municipal parks west of the Mississippi River at 3,670 acres. A vibrant commercial and retail sector, with many boutique shops/eateries, provides diverse opportunities.

There are several public school districts and a progressive community college district. The cost of living is very reasonable. A variety of outdoor recreation opportunities can be found throughout Butte and the surrounding area. Lake Oroville offers boating, fishing and swimming; tourists come each year to view the salmon run on the Feather River in Oroville or the return of the Snow Geese. The surrounding foothills and mountains provide scenic vistas, camping, hiking and backpacking.

## ABOUT THE CAA

The Community Action Agency of Butte County, Inc. ("Agency") is an anti-poverty agency that seeks to improve the economic security of low-income households. Using a variety of strategies, the Agency is a catalyst for change with individuals and communities. The Agency employs a variety of approaches including community economic development, human service delivery, planning/advocacy, social enterprise and housing development to improve conditions and create economic opportunities. More information on the Agency's purposes and efforts are to be found at [www.buttecaa.com](http://www.buttecaa.com) and on its social media platforms.

### **Background**

The Agency has operated a wide variety of programs and services since 1967 when it was incorporated as a private, non-profit corporation under the laws of the State of California. The Agency is governed by a volunteer Board of Directors comprised of local leaders in the private, public, and low-income sectors. The Board provides oversight and vision in accordance with its Strategic Plan adopted in 2018. In addition to performance responsibilities the Agency has significant compliance and accountability requirements due to its diverse revenue streams including a rigorous annual Single Audit. As a result the Agency is pleased to have earned a Gold Seal of Transparency from the national nonprofit information clearinghouse Guidestar.

### **Present**

The Agency has a workforce of approximately 50 with a budget of \$6 million from multiple public and private sources. Agency operates several program funded through multiple sources public and private including Energy and Environmental Services, North State Food Bank, and the Esplanade House Transitional Supportive Housing Programs. Each program operates various projects and services that enable low-income families and persons to improve their lives. A community assessment is conducted periodically to ensure that use of resources addresses locally-identified priority issues.

Butte County is rich in natural beauty, recreation, education and small industry, but is economically depressed. The County's per capita income is ranked 54 of 58 California counties. Butte County has been in transition from rural to urban status. One of five residents are elderly and 19.8% of the population is low-income. Unemployment is typically higher than the State average.



### Our Mission

*CAA serves as a catalyst to reduce poverty and its symptoms through:*

*Providing quality services • Empowering individuals • Developing resources • Collaborating with others  
Advocating on behalf of the economically & socially disadvantaged • Improving the conditions in which people live, learn & work*

### Our Vision

*We envision communities whose members feel secure and are self-sufficient*

