

The Child Abuse Prevention Center

Chief Financial Officer



About The Child Abuse Prevention Center

The Child Abuse Prevention Center (CAP Center) is a statewide training, education research, and resource center dedicated to strengthening children, families, and communities. The CAP Center was founded in 1977 and began as one small organization local to Sacramento County. Since then, it has adopted multiple agencies, evolving into a unique blend of agencies, each taking a separate approach to child abuse prevention locally and statewide. The CAP Center prevents child abuse and neglect through four core strategies: Advocacy, Education, Health and Safety.

The CAP Center is comprised of three 501(c)3 nonprofit agencies, one 501(c)4 political action agency, and acts as fiscal agent for various associations and agencies. Much of the funding for these agencies comes from federal funds necessitating a deep understanding of federal contracting and allocation methodology. A current working knowledge of applicable federal regulations governing CAP Center contracts is imperative for this position. The CAP Center is a major recipient of funding from the Corporation of National and Community Service, primarily thru California Volunteers. Funding for both VISTA and AmeriCorps members has unique regulations that must be adhered to.

Position Overview

Under the direction of the Chief Executive Officer, the Chief Financial Officer (CFO) is responsible for the management and oversight of the fiscal, human resources, facilities, and information technology operations of the Child Abuse Prevention Center ("CAP Center").

This position is responsible for financial planning, budgeting, federally compliant financial policies and procedures, and timely financial reporting in accordance with Generally Accepted Accounting Principles to management, third parties and the Board of Directors. The position is responsible for developing and maintaining positive professional relationships with the Board of Directors, management, bankers, partner agencies, funders, governmental auditors, and the independent Certified Public Accounting firm responsible for the annual audit.

As a member of the executive leadership team, the CFO provides shared leadership and vision to the organization, its employees, and other key stakeholders. The CFO works collaboratively on strategic and tactical management planning and development of CAP center goals and objectives and is responsible for cultivating an agency culture based upon CAP Center values.

The ideal candidate is a hands-on leader and has a collaborative and mission-driven approach and will improve efficiency, minimize, and manage risk, strengthen systems across all departments.

Roles and Responsibilities

Financial Management

- Provides strategic financial leadership, in partnership with the Board of Directors, CEO & Chief Program Officer (CPO) to support and improve The Child Abuse Prevention Center's long-term financial health.
- Responsible for maintaining the accuracy and integrity of the organization's financial records.
- Implement and enhance a robust contracts/grants management and financial management/ reporting system.
- Prepares financial reports including but not limited to, monthly and annual financial close internally and externally.
- Maintain and enhance current systems of policies, internal controls, accounting standards, procedure manual, and procedures.
- Administers, reviews, and executes all financial plans and budgets; monitor progress and changes; and keeps leadership team abreast of the organization's financial status.
- Maintains Investment Policy and monitor The Child Abuse Prevention Center investment portfolio and cash flow.
- Ensure and oversee preparation of IRS, state, and local taxes and reports (prepared by outside firm).
- Coordinates and leads the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.

Operations Management

- Partners with the CEO and CPO to support the ongoing development of CAP Center Operations.
- Guides improvement efforts to streamline operational and administrative systems.
- Establishes strong working relationships with internal strategic partners to collaborate on development and implementation of sound budgets, program proposals, activities, and strategies.

Information Technology Management

- Leads Information Technology (IT) strategies, best practices, and policies.
- Oversight over managed IT services vendor to ensure successful design, development, implementation of the organization's applications development and analysis functions.
- Ensures best practices are in place for maintaining the integrity and usability of databases and knowledge management systems for program support and management and storage of CAP Center data.

Human Resources Management

- Develops human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Works with HR Manager, CEO and CPO to develop policies and practices to ensure compliance with applicable federal, state, and local labor laws, including assurance that all human resource-related matters are handled appropriately.
- Sets goals and objectives for the department, establishes strategies to accomplish and measure performance and effectiveness. Carries out supervisory responsibilities in accordance with the organization's policies. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Skills and Qualifications

The CFO will demonstrate many, though perhaps not all, of the following professional and personal experiences, skills, and characteristics

- At least 10 years of experience in financial management roles, including prior success in nonprofit finance positions involving the management of multi-million-dollar budgets.
- Experienced in managing government funding streams and the associated compliance and reporting requirements, as well as managing or supporting an organization's audit process.
- Broad expertise in financial strategy, audits, compliance, budgeting, and management of finance staff.
- Strong project management skills and the ability to prioritize and delegate within a fast-paced environment.
- Skilled staff manager, able to provide appropriate support and coaching to a diverse staff.
- Hands-on solutions-oriented and able to identify and implement processes, systems, and efficiencies that support the continuous improvement of a finance team or function.
- Excellent professional judgment and strong communication skills. Ability to build effective and trusting relationships internally with staff in and outside of the finance function, as well as with key external partners or vendors such as auditors, bankers, and other service providers.
- Bachelor's degree or equivalent professional experience. A master's degree in business administration or another relevant field is considered an additional benefit.
- Mission-driven, understanding the critical role the finance department plays in supporting the programs of the CAP Center.
- Must pass a criminal background check consisting of DOJ and FBI checks, a search of the National Sex Offender Public Registry Website (NSOPW) as well as TrueScreen and Field Print.

Compensation and Benefits

Salary commensurate with experience and a generous benefits package.

The Community

This position is located in Sacramento, the capital of California and the county seat of Sacramento County. Sacramento is the fourth largest city in California and the 25 largest in the U.S. positioned at the confluence of the Sacramento and American Rivers and connects to the San Francisco Bay by a channel through the Sacramento River Delta.

Sacramento is America's Farm-to-Fork Capital and is buzzing with things to taste, see and enjoy. Among the city's attractions include countless farm-fresh restaurants, farmer's markets, breweries, street murals, museums, performing arts district and Gold Rush-era attractions.

Sacramento is home to the NBA Sacramento Kings, the Sacramento River Cats (the San Francisco Giant's AAA baseball team), and the Sacramento Republic FC, a USL Professional soccer team.

There are more than 30 museums in the region. The Crocker Art Museum is one of the leading art museums in California and the California State Railroad Museum is the best in North America. The California State Capitol is a living museum. The Sacramento metropolitan area boasts more than 200 parks, four public golf courses, and is known for outdoor recreation including hiking, skiing, canoeing, kayaking, running, and biking.

Sacramento's location is in the heart of Northern California and is just an hour's drive from world renowned Napa Valley. Yosemite and Monterey are both a three-hour drive away while San Francisco, Lake Tahoe, and more than a dozen ski resorts are less than a two-hour drive from Sacramento. Sacramento International Airport handles non-stop flights to and from approximately thirty U.S. destinations (including Hawaii), as well as Canada and Mexico.

The Child Abuse Prevention Center strongly encourages and welcome applications from all qualified persons regardless of their race, sex, gender identity and expression, disability, religion/belief, sexual orientation, or age.

Contact

To apply for this position please send cover letter, resume, and salary requirements to:

The Child Abuse Prevention Center

Attn: Human Resources

4700 Roseville Road North Highlands, CA 95660

Fax: 916-244-1935

E-mail: hresources@thecapcenter.org