



Director of Finance
Requisition# ACCT-DIR093024-1
Closing Date: Until Filled
Classification: Exempt
Salary Range: \$ 117,645.00 – \$ 166,229.02 Annually (DOE)

This is an exciting opportunity to join a thriving Executive Leadership Team in the mission to better the lives of people with intellectual and developmental disabilities. Our Team is passionate about the work and enthusiastic about our mission. In this fulfilling role, the successful candidate will have a major impact in the lives of the people we support and their families, as well as our workforce as we continue to grow and expand.

PURPOSE:

This role will be responsible for the successful management and operations of Westside Regional Center's Accounting Department. Reporting to the Executive Director, the successful candidate will oversee and direct all areas of finance including accounting, including billing, accounts payable/receivable, general ledger, as well as Financial Analysis, treasury functions such as cash management/investments, budgeting/forecasting especially Purchase of Service and Operations funding, outside audits (State, Federal and Independent), State Claim process, Client Trust/ Representative Payee money management and related State and Board reporting requirements.

NATURE OF WORK:

Management:

- Develop standards, guidelines and procedures for the effective operations of the Agency's accounting and facilities services and for overseeing the effective management of the Accounting Department.
- Ensure that the Accounting Department is in compliance with internal and external policies, standards and procedures, laws and regulations, guidelines and deadlines.
- Recruit, train, manage and evaluate staff in accordance with the Agency's HR policies and procedures.
- Ensure the effective organization and utilization of Accounting and Facilities Department staff through orientation, training, and oversight.
- Evaluate current and proposed methods and make recommendations for new policies and procedures for the Department and Agency as a whole.
- Keep informed of all Agency activities and take preventive measures to avoid the development of crises and intervene promptly if crises do occur.
- Review, monitor and prepare reports relating to Agency's contracts with DDS and act as the primary contact on fiscal and administrative issues to comply, respond and resolve problems promptly as appropriate.
- Work collaboratively and maintain positive relationships with other Senior Managers to ensure the operations of the Agency are running smoothly and effectively.

Accounting and Fiscal Monitoring:

- To prepare annual budgets and proposals for expenditure of funds and advise the Executive Director and Board members when State funding changes require budget corrections.
- To establish and maintain Agency banking relationships

- To direct the maintenance of financial records, expenditures of funds and preparation of various financial reports, including budget projections and forecasts.
- To act as the primary contact to representatives of the State on accounting and administrative activities and communicate with various State officials on requests for funds, out-of-the-ordinary expenditures and to resolve problems as necessary.
- To participate in the negotiation of leases and procurement of agency business insurance.
- To arrange for independent audits and interface with independent auditors, as well as interface with auditors from DDS and other Agencies, examine all audits, represent the center in audit exit conferences and prepare responses and appeals.
- To provide direction and review of accounting and finance functions, including reviewing documentation related to all payables prior to release of payments, managing preparation and approval of the cash management plan, and approving staff and board travel claims.
- To provide expert advise on issues related to the Agency's finance and business administration
- To monitor regulations and developments that affect fiscal matters of the Agency, evaluate their impact, develop, recommend and implement policies and procedures to address them.
- To approve payments for operational expenditures.
- To oversee and direct the fiscal auditing of community providers in accordance with State mandated requirements, including the development and implementation of policies and procedures in response to any new State mandated programs and/or regulations/statutes.

Facilities Operations:

- To oversee the office support function including furnishings, fixtures, supplies and inventory.
- To maintain a positive working relationship with the Agency's building management and coordinate leasing of space.
- To maintain responsibilities for the Agency's physical plant including office and workstations, maintenance and facility cleaning.
- To oversee regular and consistent property and equipment inventory and adherence to DDS requirements for disposition of state property.
- To arrange for new and replacement office equipment as planned and budgeted.
- To maintain the department's readiness in preparation for a disaster.

Additional Areas:

- To oversee the Agency's consumer revenue coordination activities, including the maintenance of individual consumer accounts.
- To oversee the process of collecting receivables by making certain that applications for public benefits are properly filed.
- To develop and maintain effective and collaborative working relationships with service providers and other community partner organizations.
- To assume other responsibilities as necessary or requested.

Preferred Knowledge, Skills and Abilities:

- Requires a Bachelor's Degree in Business, Accounting or related field, Master's Degree or CPA preferred.
- Requires at least ten years of experience in business of public administration or a closely related field to include five years in supervision and management. Management

level accounting experience with a California Regional Center preferred. Experience in a non-profit organization helpful.

- Requires knowledge of accounting, purchasing and budgeting principles and methods as well as the ability to develop and manage accounting systems.
- Requires ability to analyze fiscal and statistical data and prepare meaningful statements and reports.
- Requires demonstrated advanced level user experience with Microsoft Office, in particular Excel and Word.
- Requires the ability to communicate clearly and effectively, both orally and in writing, with clients, families, consultants, employees, outside organizations and all others when representing the organization.
- Requires the ability to establish and maintain effective working relationships with staff, providers, clients, and people from diverse disciplines and backgrounds.
- Requires the ability to exercise independent judgment and discretion as well as project ownership in the execution of all duties.
- Requires the ability to prioritize workflow, delegate when appropriate and individually perform a variety of tasks in a team situation.

This position will primarily be based in the office; however, remote work may also be available. This a full time, exempt role and hours may varies based on the needs of the Westside Regional Center.

This summary is not intended to represent an exhaustive list of duties; additional responsibilities are determined as to meet the needs of the community we support*

WRC is an equal opportunity employer. Further, WRC will consider employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume and cover letter to Jobs-WRC@Westsiderc.org by the closing date and include the **Requisition Number and Job Title** in the subject line of the email.