



Chief Financial and Administrative Officer

Position: Chief Financial & Administrative Officer

FLSA Status: Full-time Exempt

Salary: Dependent upon experience

Benefits: Children's Council is a family-friendly workplace offering full-time eligible employees 22 days paid vacation, 13 paid holidays, 401k with employer match, and health/dental/vision benefits upon successful completion of 30-day introductory period.

About Children's Council

At Children's Council of San Francisco, **we are committed to making quality child care and early education a reality for all families.** Parents need child care so that they can work, support their families, and advance professionally. Children need quality early education so that they are prepared for school and beyond.

Our 100+ staff help San Francisco families understand and navigate their options and find child care that meets their needs. We help lower income families secure financial assistance to pay for care and connect them with other community services to support their well-being. Each year we provide services to over 15,000 families.

We also increase the availability of quality child care in San Francisco by helping people start and operate financially sustainable child care businesses and develop their skills as early educators. And, along with our local and statewide partners, we educate the community and advocate for increased investment in child care and early education.

Children's Council has an \$80 million annual budget (\$11 million operating plus \$69 million in pass-through payments to child care providers), with most of the funding coming through state and local government contracts. With efforts over the past few years to build private support for our programs and services, we are now raising over \$500,000 per year. For more information, please visit www.childrencouncil.org.

About the Position

Children's Council is seeking a seasoned manager and flexible thinker to be our next Chief Financial and Administrative Officer (CFAO), joining our Executive Director, Chief Program Officer and Director of Advancement as we ensure that we have the organizational infrastructure to take our services to the next level. Our CFAO provides strategic leadership for

our budget and financial operations, information technology, human resources and other administrative functions, and staffs the Board of Directors' Finance and Audit Committees. The CFAO also works in close collaboration with program staff to manage our large government contracts for child care subsidies and related services, and maintains strong working relationships with state and local government personnel responsible for these contracts.

Children's Council is at a major inflection point in its service delivery and program development. Providing service to San Francisco families and child care providers/early educators and partnering with government since our founding in 1973, Children's Council seeks to leverage our position, experience, and reputation to expand our impact. We recently completed a strategic program plan, renewed our local funding agreements through a competitive bidding process, and are developing private support for our program initiatives. Our ideal candidate is a smart, analytic problem solver and strategic thinker who can easily jump into our successful and stable organization, master our complex funding model quickly, and provide value in the areas of budgeting, planning and modeling to support a more integrated service model that deepens our relationships with families and child care providers.

Key Responsibilities

Financial Management

- Oversee the development of all financial plans, budgets, forecasts, and projections; understand our funding model and manage our financial resources to optimize organizational impact.
- Ensure the accuracy of all financial information; monitor and provide regular and timely reports on financial performance relative to goals, and keep the Executive Director, Board of Directors and the management team informed regarding the organization's financial status.
- Oversee organizational cash flow planning and ensure availability of funds to deliver our services and meet contract obligations.
- Understand funding terms, conditions, and requirements of child care subsidy payment contracts and other contracts; ensure compliance with all funding agreements, including completion of all required financial reports and submissions on a timely basis.
- Actively participate in the child care subsidy projection process and provide a financial perspective to program management
- Work with development staff and program management staff to identify funding needs, to develop grant budgets and proposals and to manage grants.
- Oversee the finance and accounting department to ensure proper maintenance of all accounting systems and functions; Ensure maintenance of appropriate internal controls and financial procedures.
- Coordinate audits and proper filings of tax returns.
- Support the Finance and Budget Committee and the Audit Committee of the Board of Directors.
- Manage banking relationships for the organization.

Administration Management

- Oversee the technology function of the organization and ensure that the organization has the expertise to support the technology infrastructure and programs to meet the strategic vision and mission of the organization.
- Oversee the human resources function and ensure that the organization has the expertise to manage recruitment, compensation and benefits, training and professional development, performance management, and employee relations.
- Ensure that general administrative and support functions are managed with a customer service perspective that earns the confidence of funders and community partners and supports employee effectiveness and morale.
- Oversee management of the facility and physical infrastructure to meet organizational needs.
- Oversee risk management, including insurance. Review and oversee negotiation of all leases and contracts.

Organizational and Team Leadership

- Actively participate in organizational leadership; as a participant on the executive team, participate in short-term and long-term goal setting and strategic planning, develop agendas and facilitate management meetings as needed, and foster an environment of collaboration and teamwork.
- Establish and monitor staff performance and development goals and mentor and develop staff, assign accountabilities, set objectives, establish priorities, conduct performance appraisals, and administer salary adjustments.
- Foster a success-oriented, customer focused, accountable environment within the organization.

Key Qualities

- You are a flexible thinker with a nimble, strategic mind that can easily translate complex details into big-picture plans.
- You love a good puzzle- you thrive in a role that gives you the opportunity to learn and master complex systems and understand diverse programs.
- You enjoy managing people and have broad experience leading and collaborating with diverse teams.
- Your colleagues describe you as a person of great integrity who is knowledgeable, open, and easy to work with.
- Budgeting, planning and modeling are key interests of yours and represent some of your core strengths.
- You have excellent analytic, quantitative, and abstract reasoning skills, combined with strong organization and problem-solving skills, that support and enable sound decision making.
- Your strong relationship-building skills allow you to prioritize, negotiate, and work with a variety of internal and external stakeholders.

- Communication is the key- you use your strong oral and written skills, as well as your ability to translate financial concepts, to effectively collaborate with colleagues who do not necessarily have finance backgrounds.
- You have technological savvy and experience working with IT staff to develop and implement new processes and systems that increase efficiency and effectivity.
- You are interested in the mission of Children’s Council and have a strong commitment to our values of education, respect, family, and partnership.

Required Education & Minimum Qualifications

- 10 + years of financial and operations management experience; 5 + years’ experience in a senior management role with strategic and overall organizational responsibilities.
- A Bachelor’s degree. MBA or similar advanced degree preferred.
- Non-profit management or experience working with a volunteer board preferred.
- Knowledge of generally accepted accounting principles.

How to apply:

Please submit your cover letter, resume and salary requirements in Word or PDF format with the Email Subject line: Chief Financial and Administrative Officer: **[Your Name]** to careers@childrenscouncil.org

Children’s Council is an equal opportunity employer that values diversity as central to our work serving the San Francisco community. We encourage candidates from a wide range of backgrounds to apply. Individuals seeking employment at Children’s Council are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity, or sexual orientation.