



FINANCE & OPERATIONS MANAGER (part-time)

Position Summary: The Finance and Operations Manager is a 10-hours a week position, taking primary responsibility for managing and overseeing the administrative functions of 3VCF's day-to-day grant program account management and bookkeeping. Because this position balances a variety of responsibilities and various donor requirements, a high degree of flexibility, a professional attitude, significant initiative, and attention to detail are required. The ideal candidate will have an understanding of bookkeeping and accounting principles in grant management and a non-profit environment and a commitment to service. This position is partially funded by a two-year grant and could increase to 20 hours per week.

Job Responsibilities: Reporting to the 3VCF CEO/President, this position will assist on the day-to-day foundation financial operations, as well as lead the financial responsibilities associated with a new Innovative Mini Grants Program, funded by Alameda County Behavioral Health Care Services (ACBH), to address the opioid crisis in Alameda County. Specific responsibilities include:

- Establishing financial reporting templates in alignment with Council on Foundation best practices and ACBH requirements
- Monitoring and tracking foundation and grantee expenditures and ensuring compliance with allowable expenditures
- Providing technical assistance to donors and grantees with financial reporting processes as needed; Maintaining financial records and online databases along with physical files ensuring the accuracy and integrity of data as well as auditable documentation
- Overseeing standard terms and conditions for donor and grant award letters and agreements
- Ensuring transparency and sound accounting procedures, practices and protocols are in place and executed properly

- Coordinating with Program Grant Administrator and 3VCF CEO/President on all financial operations relative to the organization

Bookkeeping

- Create and monitor the Foundation's annual and grant program budgets
- Prepare monthly financial reports for the CEO / President and the Board of Directors
- Prepare financial reports for grants and other funding
- Manage all bookkeeping functions including A/R, A/P and payroll
- Process receipts daily, making bank deposits at least weekly
- Assist off-site accountant in preparing the program's federal and State taxes and reports
- Assist in preparing the program's annual financial statement and serve as staff liaison for annual audit

Administration

- Maintain 3VCF's personnel and operations policies and procedures
- Process new hires and ensure compliance with new hire reporting requirements
- Monitor employee benefits, including administration of plans as needed
- Maintain 3VCF's files both physically and electronically
- Assist CEO / President with the customer relationship manager (CRM) system.
- First point of contact on financial matters for the Foundation

SKILLS REQUIRED

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates high degree of ethics, integrity and honesty, presents accurate and appropriate information, and exercises excellent judgment in regard to confidential information
- Outstanding interpersonal and communication skills, both oral and written
- Highly organized and able to multitask
- Efficient in an environment with evolving priorities
- Works well independently as well as with a team

Education and Experience Requirements:

- A.A. degree, preferred; Accounting certification, preferred
- 5 years minimum bookkeeping or finance experience required
- Proficient in QuickBooks Online, Microsoft Excel, Microsoft Word and Dropbox
- Familiarity with foundation accounting and grantmaking software, such as Foundant CSuite expertise, highly desirable
- Experience managing annual budget process
- Experience working with nonprofits, highly desirable

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment is flexible and hybrid (ability to work from both office and home.)

Travel: Minimal travel within Alameda County and Bay Area region