



Finance Director Job Announcement

El Pájaro Community Development Corporation seeks a Full-Time Finance Director to oversee financial operations and ensure compliance with complex grant requirements. We are looking for someone with a strong background in transactional accounting, exceptional organizational skills and attention to detail. The candidate must have experience with grants, federal award, and allocation. This position reports to the Executive Director and works closely with staff from EPCDC's many programs.

The Finance Director must have a commitment to the mission of the agency: to promote equal access to economic opportunities for under-served entrepreneur residents in Monterey, Santa Cruz and San Benito County. El Pajaro CDC offers an array of educational business training and provides consultations to aspiring entrepreneurs and small business owners. The position requires flexibility, initiative, creativity and ability to work with people from different backgrounds with diverse perspectives. All members of the EPCDC team take responsibility for meeting funder commitments and ensuring equal opportunities for all program participants, including freedom from discriminating on the basis of race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal for retaliation for prior civil rights activities. The applicant must develop a full understanding of EPCDC's policies, procedures, standards and guidelines.

This is a hybrid role and the applicant must be able to come to the office several times a week. This position requires a comprehensive background check.

Duties and Responsibilities:

- Grant tracking and monitoring, including awards from federal agencies
- Weekly and monthly processing of accounts payable, accounts receivable and payroll
- Bank account and balance sheet reconciliations
- Monthly financials and related analysis
 - This includes required reporting to funders and internal reporting to the Executive Director, Board of Directors, and program staff
- Cash flow projections and monitoring
- Preparation for outside audits
 - This includes:
 - Preparation of Schedule of Expenditure of Federal Awards



- Preparation of all reconciliations and audit work papers
- Accumulation of testing data requested by auditors
- Preparation of requests from Form 990 preparer
- Present fiscal information to the ED and Board, to provide a full picture of the finances of the organization so the Board can make informed decisions.
- Provide financial expertise including making recommendations and suggestions regarding the fiscal direction of the agency when appropriate.

Required Skills/Background

- Bachelor's degree required, preferably in Accounting or Finance
- Advanced Excel skills
- 4+ years of related experience that can come from public accounting and/or industry
- Deep experience with grant management, allocations, and funder reporting
- Management Experience
- Outstanding communication skills, a positive attitude and an ability to work with a diverse team
- Monitor and inform ED of financial requirements relative to federal, state, and local regulations, department records, forms and reports in conjunction with grant awards.
- Ability to recommend and implement improvements to accounting, operations, internal controls, and compliance policies and procedures consistent with fiscal best practices.

Preferred Skills

- CPA certification is a plus
- Experience with QuickBooks Online
- Bilingual-English//Spanish a plus

Salary Range and Benefits:

The range is \$100,000 to \$120,000, depending on experience. This position is full-time. Full-time employees are eligible for our benefits package after successful completion of a 90 day probationary period.

To Apply: Email resume and cover letter to: jobs@elpajarocdc.org or fax (831) 722-3128