Chief Financial Officer

- **Position Summary:** Oversees and manages all association financial matters. Provides direction and leadership for YMCA business operations and strategic initiatives. Develops policies for Board approval and ensures their implementation.

- **Duties/Responsibilities:** Monitors monthly financial operations, prepares analysis and reports, and gives guidance to executive and operating staff. Works closely with operations staff on issues that affect financial outcome. Prepares specific recommendations. Manages the accounting department directing staff and oversees the operations of the accounting/finance department. Works directly with assigned committees of the board (Finance, Investment, Audit) to build volunteer relationships, develop policies, monitor their implementation and meet the related needs of the board. Reviews, updates, and/or develops internal control systems for the YMCA and oversees internal audits which check for compliance on a variety of policies and standards. Provides recommendations for improvement. Oversees and certifies the annual audit and meets periodically with the outside auditors to maintain communications and keep them informed of changes in the YMCA. Ensures that current accounting standards and legal requirements are met. Provide materials to all school district auditors as needed according to grant requirements. Oversees preparation of the tax returns. Manages investments, under the direction of the Investment Committee, and within the risk tolerance expressed by the Board via the asset allocation policy. Establishes, maintains and/or monitors all banking and financing relationships. Develops performance indicators and measurement systems for tracking pertinent strategic plan objectives. Evaluates current business models and leads efforts to modify or redesign business models where necessary. Oversees preparation of financial reports to CDE, YMCA of the USA and other governmental agencies. Analysis of reports to ensure compliance and maximizing funds. Maintains financial records as required. Provide assistance with the applications and renewals of grants and contracts. Maintains financial records for the CACFP and SFSP. Assists with the renewal application and all related financial reporting. Oversees the development of the annual operating budget. Works closely with operations staff to ensure that budgets are well-planned, realistic, and prepared in a timely manner. Maintains all necessary records and accounting reports and records all transactions on a timely basis. Prepared detailed quarterly finance reports for the Finance committee and Board. Track budget status as well as cash flow and financial assistance. Maintains good working relationships with auditors, bankers, investment counselors, attorneys,
school districts, CDE, funders, the City, and other professional advisors and collaborators. Represents the YMCA with key community organizations and events as required.

- **Qualifications:** Bachelor’s degree preferably in business, finance or equivalent. Ten or more years of experience in accounting and financial management. Experience with nonprofit grant management and reporting. Knowledge and understanding of general business matters required including budget development, financial reporting, cash management, business taxes, banking and debt financing instruments. Knowledge of computer systems, including experience with system selection, new system implementation and project management. Personal computer skills required. Experience with investment management and asset allocation preferred. Experience in effectively managing a staff team. Previous experience with nonprofit organizations preferred. Must submit to and comply with all requirements for employment including, but not limited to, a criminal background check, drug/alcohol testing, health screening, tb test. Position is designated to be a YMCA Business Driver: The employee must have a valid driver’s license, maintain CA required automobile insurance and maintain an acceptable MVR (Motor Vehicle Report) annually. Failure to maintain an acceptable MVR will result in removal as a YMCA business driver for Y insurance purposes. OR Employee must have transportation to get to all work related/required YMCA sites, trainings, meetings (on time), various work related errands, etc. Failure to have transportation for job required/related purposes could affect employment status.

- **Hours:** Full-Time, Exempt

- **Wage:** $115,000 to $130,000/salary

- **Worksite:** Administration Office

- **Refer to the Job Description for more details on the duties/qualifications of the position available from Human Resources.**

- **Please email Dipali Patel (dpatel@anaheimymca.org) if interested in either position.**