



HYBRID REMOTE FINANCE DIRECTOR

California Job Announcement

Full-Time Position Available

FOR CONSIDERATION, PLEASE SUBMIT RESUME and COVER LETTER TO:

HUMANRESOURCES@OCMECCA.ORG

WHO WE ARE:

The mission of the [Multi-Ethnic Collaborative of Community Agencies](#) (MECCA) is to ensure the delivery of culturally and linguistically responsive health and human services to traditionally underserved multicultural communities in Orange County. For over a decade, MECCA and our [members agencies](#) have provided education, outreach, and a range of services in Orange County's seven (7) threshold languages. Together, our collaborative is a movement to increase access to essential services and resources within diverse multicultural communities.

WORKING WITH US:

By joining the MECCA team, you will become a part of a collective impact interdisciplinary team that strives for excellence and continuous improvement in the service of our communities. We center equity and cultural humility in everything that we do, which fosters a strengths-based work environment.

OUR FINANCE DEPARTMENT:

MECCA's finance department is hybrid remote with employees working at least 1 day per week from the administrative offices located in Santa Ana, CA. The Finance Director will lead a finance team comprised of a full-time Contracts Manager, part-time Contracts Administrator, and Bookkeeper. MECCA has a team-oriented culture, providing employees with the tools and training necessary to be successful.

SALARY & BENEFITS:

The Finance Director role is a full-time, exempt, salaried position. The annualized salary range for this full-time position is \$90,000 - \$99,975, plus benefits including hybrid (remote + in-office) work environment, 12 PTO days, 13 paid holidays + 1 floating holiday, 100% health, dental and vision insurance coverage, term-life insurance, and on-the-job training.

POSITION SUMMARY:

The function of the Finance Director is to maintain seamless and transparent internal operations of MECCA's Finance Department. The Finance Director oversees all of the organization's financial processes and is responsible for the proper execution of all contracts billings and all other accounting duties related to MECCA's day-to-day operations, short-term forecasting and long-range planning.

The Finance Director is responsible for supervising the finance staff and contract Bookkeeper. Additionally, the Finance Director collaborates with the CEO, MECCA staff and MECCA member agencies by providing ongoing financial guidance, reporting and thought partnership.

KEY RESPONSIBILITIES:

- Oversee and ensure the timely and accurate completion of all financial activities, including budget creation and management, bookkeeping through QuickBooks Online, contract billing and management, and independent financial audits.
- Supervise the work of all finance staff and consultants, ensuring that all deadlines are met, QuickBooks entries are recorded in compliance with the Cost Allocation Plan and organizational policies and procedures, proper documentation is collected and retained, and communication with MECCA's leaders regarding the organization's finances is transparent, accurate, proactive, and consistent.
- Work with MECCA's leaders to develop an annual organizational budget, programmatic budgets, and Cost Allocation Plan. Guide MECCA leaders in spending in accordance with the budgets.
- Prepare, analyze, and present monthly and annual financial reports to the CEO and Board of Directors in an accurate and timely manner.
- Provide timely and comprehensive financial management of funding contracts and grants by preparing program budgets for funding proposals and renewals, managing the preparation of monthly and quarterly contract billings, tracking billings against contract budgets, communicating with MECCA's program leaders about the spend-down of contract funds and needed modifications, preparing and presenting budget modification requests to funders, promptly responding to funders' requests, overseeing year-end cost reporting, and ensuring MECCA's compliance with all grant restrictions, including federal Uniform Guidance, 2 CFR 200.
- Support MECCA'S member agencies in preparing subcontract budgets for programs, as needed, and review subcontractors' monthly invoices and back-up documentation for budget compliance.
- Ensure the maintenance of effective internal controls, safeguarding of assets, and reliability of financial processes.
- Collaborate with MECCA's CEO to develop and regularly update MECCA's financial policies and procedures.
- Coordinate and lead the annual organizational audit, single audit and 990 process, acting as a liaison with external auditors and the Audit Committee of the Board of Directors.
- Manage the organization's cash flow, investments, and operating funds.
- Assist with the long-range financial planning process and make suggestions for the future well-being of the organization.
- Closely monitor organizational finances and cash flow to ensure that they are steady and sufficient to support operational requirements.
- Effectively communicate and present critical financial matters to the CEO in a timely manner.
- Work across the MECCA teams on cross-organization initiatives including strategic planning, grant management, and other initiatives.

MINIMUM QUALIFICATIONS:

- Bachelor's degree with Master's degree preferred in business or another related field.
- 5 years of previous experience working in a finance setting.

- 2-3 years of accounting experience in a non-profit setting, including work on contract billings, budgeting, and compliance.
- Understanding of federal Uniform Guidance, 2 CFR 200 guidelines.
- Familiarity with QuickBooks Online
- Demonstrated knowledge of financial oversight in a non-profit context.
- Valid CA Driver's License and must pass criminal background check.
- Strong interpersonal communication skills, and the ability to present information concisely and effectively, both verbally and in writing.
- Excellent relationship skills and demonstrated ability to work effectively in a small and collaborative team environment.
- Solution-oriented approach, with excellent time management, superb organizational skills, and strong attention to detail.
- Ability to work in a fast-paced and deadline-oriented environment.
- Capacity to work in ambiguity through periods of growth and change.

COMPETENCIES:

- Effectively utilize collaboration tools to support efficient processes within interdepartmental staff teams.
- Demonstrate knowledge and sensitivity to ethnic issues.
- Possess outstanding communication skills for working with front-line staff, management, board members, vendors, community donors, and others.
- Can manage various projects and priorities within a multi-disciplinary team environment.
- Demonstrate commitment to delivering high quality work within deadlines, with or without direct supervision.
- Work effectively within a team and actively contribute to completion of team assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Prepare and present trainings with appropriate technology and teaching resources.
- Can drive to and from meetings and do site visits with community agencies.
- Possess the ability to independently apply reason and logic to analyze data, reach conclusions, and make recommendations as required in the accomplishment of job duties.

WORKING CONDITIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The above statements describe the general nature and level of the work being performed for this position, and are not an exhaustive list of all duties and responsibilities. MECCA's management team reserves the right to amend and change responsibilities to meet business and organizational needs.

MECCA is committed to providing equal employment opportunities to all employees and applicants, without regard to sex (including childbirth, breastfeeding, and related medical conditions), pregnancy, gender, gender identity, gender expression, sexual orientation, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, ethnicity, race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), color, caste, citizenship status, uniform service member and veteran status, marital status, age (40 and over), protected medical condition (including

cancer and genetic conditions), genetic information, physical or mental health disability, reproductive health decision-making, medical leave or other types of protected leave (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other protected status in accordance with all applicable local, state, and federal law.

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