



Job Description

Position Title: Finance Manager

Position Type: Full time

Salary: \$54,000 - \$60,000

Reports To: Executive Director and Chief Finance Officer

General Description:

General Description: This position is responsible for the day-to-day accounting and financial operations of Empower Yolo, including all banking, cash flow management, and payroll. Ongoing duties include bill payment and expense allocation, grant billing, maintaining employee records, administering employee benefits, file organization and assisting the Executive Director and CFO with administrative and reporting functions.

Job Responsibilities:

Contract Management

- Assist with grant applications and budgets.
- Responsible for the financial obligation for all funding contracts, including monthly, quarterly and annual reports, and special compliance requirements.
- Review contracts and oversee expenditures are made in accordance with the terms of the contract.
- Responsible for renewal and maintenance of liability insurance and providing certificates to grantors as required.
- Responsible for compliance with the agency Internal Controls.
- Responsible for ensuring documentation and record retention policies in the internal controls are followed.

Financial Management

- Assist the CFO in providing financial analysis to the Executive Director (ED) and Board
- Monitor cash flow requirements. Reconcile accounts.
- Work with the ED and CFO to develop and update the annual cost allocation plan.

Financial Responsibilities

- Provides bookkeeping services.
- Prepares grant billings monthly.
- Maintains petty cash.
- Prepares bank deposits.
- Timely entry of expenditures including obtaining required approvals and documentation.
- Accurate allocations of expenses within QuickBooks.

Planning and Budgeting

- Assists the ED and CFO with strategic planning.
- Works with the ED, CFO and Internal Committee in preparation of various budgets
- Submits budget revisions as needed.
- Advises department heads regarding fund appropriation balances.
- Audit Preparation.
- Assist CFO and meet with auditor when requested to ensure agency is following all regulatory requirements.

Personnel

- Maintenance of personnel files.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, absenteeism, and raises.
- Oversee payroll and maintain payroll records.
- Support and facilitate periodic and regular benefit plan evaluations and changes including plan analysis, contract review and employee communications.
- Oversee Paid Time Off, Short Term Disability and leave of absence programs.
- Assist with compliance with labor laws.
- Evaluates and helps ensure agency remains in compliance with personnel policies.

Other responsibilities

- Attend staff meetings, agency functions and in-services.
- Other duties as assigned.

Education, Experience, & Requirements:

- Minimum of two years financial management at a non-profit.
- Previous supervisory/management experience preferred.
- Grant management experience preferred.
- Proficient with Desktop QuickBooks, Excel and Word
- Demonstrate excellent communication abilities.
- Bilingual Spanish-speaking a plus.
- Complete the Cal-OES mandated training course as required.
- Must have strong organizational skills.

AGENCY DESCRIPTION

Mission Statement:

Empower Yolo's mission is to promote safe, healthy, and resilient communities.

Empower Yolo's purpose is to provide:

- (a) Twenty-four-hour crisis intervention, emergency shelter, confidential counseling, training, legal assistance, and other services for individuals and families affected by domestic violence, sexual assault, stalking, human trafficking, and child abuse;
- (b) Resource centers for community services to improve the health, social, educational and economic outcomes of Yolo County residents; and

(c) Community outreach and educational programs about available resources to promote health, stability, and self-sufficiency for individuals and families.

All services are to be provided in a manner that appreciates, enhances, and utilizes the strengths of Empower Yolo's clients and honors their cultural practices and traditions.

Application Process

Please submit a current resume and three references to:

Lynnette Irlmeier, Executive Director
Empower Yolo
175 Walnut Street
Woodland, CA 95659

Or by email: Lynnette@empoweryolo.org

Application deadline: Open until filled.

EMPOWER YOLO is an equal opportunity employer and does not discriminate in regard to race, age, cultural or religious background, disability, gender, gender identity/expression, or sexual orientation. All qualified candidates of all backgrounds are encouraged to apply.