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## OPEN POSITION ANNOUNCEMENT: FINANCE MANAGER

### WHO WE ARE

The Children's Partnership (TCP) is a California advocacy organization whose mission is to advance child health equity through policy, research and community engagement.

### POSITION SUMMARY

We are seeking a candidate who enjoys implementing effective and efficient financial systems, and who will thrive working as part of a committed team of child advocates working to achieve our vision that all children in California have the resources they need to grow up healthy and thrive.

The Finance Manager plays a critical role in ensuring that TCP's financial systems comply with Generally Accepted Accounting Practices (GAAP), as well as TCP's Board and fiscal policies and all federal, state, and local legal requirements.

The Finance Manager will report to the Vice President and primary responsibilities will include budget preparation and management, grants management and accounting services. This role plays a key component in ensuring our team has the information and resources to effectively execute our mission.

An ideal candidate is detail-oriented and able to manage fast-paced and complex deadlines and excels in the areas of nonprofit financial administration and management.

### OUR VALUES

Balance, Equity, Growth, Accountability and Trust

### PRIMARY RESPONSIBILITIES

- Manage the day-to-day financial operations of the organization
- Produce regular financial statements, program dashboards and supporting narrative analysis for regular meetings with the Finance Committee, Board, and Leadership Team that provide insights into the organization's performance against its financial plans and related financial health
- Support budget creation, budget projections and analysis of income and expenses on a regular basis
- Develop effective tools for the Leadership Team, Finance Committee and Board to use to monitor, assess, and evaluate the financial performance and structure
- Review expenses being charged to grants and adjust to ensure correct allocation
- Maintain appropriate segregation of duties and other internal controls
- Project manage the processing of local, state, and federal agency registrations

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- Prepare, review and distribute regular funder budgets and reports
  - Manage accounts payables and receivables, including accurate and timely processing of bills, deposits, invoice, etc.
  - Perform analyses, as required, on various financial and operational issues such as: evaluation of third-party versus in-house service provisions; vendor and contract comparisons; and measures of operational effectiveness, and then use these analyses to recommend potential cost savings measures.
  - Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
  - Coordinate and lead both the annual audit and 1099 tax returns; liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
  - Document and address issues requiring attention and/or further discussion.
  - Check the organization's mail and deposit checks

## QUALIFICATIONS AND COMPETENCIES

- Demonstrated strong cultural humility and commitment to racial equity and anti-racism
- BA/BS degree in business, finance, or accounting preferred. CPA certification is a plus.
- A minimum of 5 years of experience managing nonprofit finances including grants
- Ability to pay close and accurate attention to details
- Sophisticated nonprofit and government grant accounting and management strongly preferred
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles (GAAP) work, and detailed budget processes.
- Possess personal drive to start a project, maintain a sense of ownership and see it through to completion
- Demonstrated skill in providing a high level of service to multiple customers, ideally in a nonprofit context
- Intermediate to expert Proficiency with accounting software (specifically Quickbooks), spreadsheets and data management systems required
- Excellent communication and problem solving skills
- Ability to juggle multiple tasks and priorities
- Ability to work in a fast paced, multi-cultural environment

## APPLICATION PROCESS

Email resume and cover letter summarizing interests & qualifications to [search@childrenspartnership.org](mailto:search@childrenspartnership.org). State "Finance Manager" in the subject line. No phone calls, please.



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## **SALARY & BENEFITS**

The starting salary range for this position is \$70,000 - 85,000 based on experience and skill set. The Children's Partnership also offers an excellent benefits package which includes 100% employer paid premiums for health, vision, dental, life insurance, and long-term disability.

TCP offers a matching 401K, generous time off policies and dedicated professional development funding that encourages and supports growth opportunities for all full-time team members. This position may be based anywhere in California.

TCP is an Equal Opportunity Employer that values and welcomes diversity in the workplace and will not discriminate against applicants or employees based upon any characteristics that are protected by federal, state, or local laws, regulations or ordinances.