



125 Corporate Place, Suite A,
Vallejo, CA 94590
(707) 644-8909

620 Main Street,
Woodland, CA 95695
(530) 241-4081

www.ccyoso.org

Job Title:	Finance Director	Job Category:	Exempt Employee
Department/Group:	Administration	Travel Required:	Yes
Location:	Base Office: Vallejo	Reports To:	Executive Director
Position Type:	Full Time (35 hours)	Salary	\$70,000 - \$75,000

Summary: Catholic Charities of Yolo-Solano (hereinafter “CCYoSo”) provides supportive services to low-income individuals and families in the counties of Yolo and Solano. The Finance Director is Under the direct supervision of the Executive Director, the position primary responsibilities are 1) for supervising and managing an integrated financial program, including but not limited to accounting, budgeting, financial reporting, and 2) providing financial information to the Executive Director and the Board of Directors.

Leadership and Management: Applies the professional skills and knowledge to perform work without specific directions using considerable judgment.

- Directing all aspects of agency fiscal operations, including day-to-day functions, and ensuring the integrity of all accounting records and practices throughout the agency;
- Developing formal policies, procedures, and effective systems for all Finance functions;
- Ensuring compliance with all applicable laws and regulations for annual tax filings, agency grants and contracts, and single asset corporations;
- Overseeing and facilitating all fiscal audits including funders and independent auditors;
- Assisting Executive Director in preparation of the annual budget;
- Managing cash and making recommendations to safeguard the agency’s assets;

Administration and Operations:

- Editing the daily output of the Finance Department, including but not limited to cash receipts, accounts receivable, billings, journal entries, accounts payable, etc.;
- Implementing the payroll process successfully from timecard collection to financial reports, including time allocation, payroll taxes, tracking benefits and other payroll related functions;
- Performing computer-based accounting functions, including but not limited to general journal entries, account coding, editing batch reports, designing and reviewing the general ledger accounts, and issuing reports;
- Reconciling cash accounts, including reviewing the cash journal process;
- Reviewing monthly billings for grants and contracts;
- Analyzing, monitoring, producing, and reporting agency monthly financial reports, year-end reports, and annual agency budget, including interim budget revisions, to the Executive Director and the Board of Directors
- Performing related duties as assigned.



www.ccyoso.org

125 Corporate Place, Suite A,
Vallejo, CA 94590
(707) 644-8909

620 Main Street,
Woodland, CA 95695
(530) 241-4081

Development Responsibilities:

- Understand and adhere to CCYoSo internal development policies & procedures for handling donations and communicating with donors.

Minimum Qualifications:

Education: Bachelor's degree in finance, accounting, or related field.

Experience: Five years progressively responsible experience in accounting and budget preparation, including two years supervisory experience. Certified Public Accountant (CPA), Master's Degree in Business Administration (MBA), and non-profit organization experience desired.

Skills/Knowledge:

- Must have ability to read, understand, apply language and concepts, and make independent decisions based on policies, governmental regulations, technical procedures, general business periodicals, professional journals, and contracts.
- Must have thorough working knowledge of QuickBooks, Microsoft Office Suite, Google Suite, and Excel
- Must have demonstrated ability to manage operations in a complex, face-paced nonprofit environment that serves low-income communities with diverse cultural backgrounds
- Must have ability to produce and analyze reports consistently and accurately, and write business correspondence and agency policies/procedures
- Must have ability to effectively present information and respond to questions from groups of
- Must have demonstrated analytical, critical thinking, problem-solving, strategic thinking, negotiating, and planning skills.
- Must be results-oriented, highly organized, detail oriented, proactive, resourceful, able to manage multiple high-level projects with strict timetables, and have solid administrative follow-through while working in a fast-paced environment.
- Must have demonstrated experience to understand and participate in budget development and management, and an understanding of general accounting and auditing principles.
- Must read and communicate orally and write in English.
- Must pass all post-contingency offer background checks, reference checks and mandatory training.

Applicants must submit resume, cover letter, Diocese of Sacramento Pre-Employment Applications (found here: [Pre-Employment Applications](#) which should include three professional references) to Carolina Estrada jobs@ccyoso.org for consideration. No phone calls please.