



east bay community action program

The Chief Financial Officer is responsible for all financial and fiscal management aspects of East Bay Community Action Program (EBCAP) and Affiliates (collectively the Agency). The CFO provides leadership and coordination in the administrative, financial planning, accounting, and budgeting efforts to help EBCAP fulfill its mission and goals.

As a key member of EBCAP's Senior Management team member, the CFO establishes broad organizational goals, objectives, and policies, particularly in fiscal affairs. The CFO will have primary responsibility for planning, implementing, managing, and controlling the Agency's financial activities including, but not limited to directing and developing staff activities involving: accounting functions, accounts receivable clinical billings & collections, accounts payable, budgeting, cash-flow, financial reporting, institutional financing, lines of credit, and providing guidance on compliance with applicable Federal regulations and terms & conditions grant awards.

- Develop strategies that enhance training, development, retention, and team building for employees in areas of fiscal responsibility, including, but not limited to accounts receivable, accounts payable, clinical billing, collection, accounting, budgeting & financial reporting, etc.
- Provide support to the Chief Information Officer as needed to ensure that a disaster recovery plan is in place.
- Support project activities by establishing guidelines for capital funds utilization and solicitation plus monitoring the use of fund balances, forecasting.
- Oversee financial policies and procedures for the accurate and consistent recording and reporting of all financial matters including budgeting, external financial reporting, internal financial reporting, grant analysis, capital funds tracking, project cost accounting, project and operational performance analysis,
- Efficiently provide periodic reports to the Board of Directors and compile internal cost studies and grant applications.
- Monitor and evaluate worker performance, establish work priorities and delegate tasks, and train staff in proper accounting procedures.

MINIMUM REQUIRED EDUCATION: A bachelor's degree in accounting; CPA designation or MBA preferred; 7-10 years of financial management/ supervisory experience in a leadership role (preferably in an FQHC, CMHC, non-profit environment); advanced knowledge of financial-related software applications and reporting tools, i.e. Excel, Word, PowerPoint, etc.

For Full-Time Employees, EBCAP provides a comprehensive compensation and benefits package that includes heavily subsidized medical and dental insurance plans (BCBSRI), supplemental vision insurance, voluntary medical and dependent care flexible spending accounts, up to 3% company matching 403(b) retirement plan, employer-paid life insurance & long term disability, generous paid time off that includes vacation/holidays/personal days/sick time, mileage reimbursement, tuition reimbursement, opportunities for center-paid training/CEUs, employee assistance program, and more!

Thank you for your interest in employment opportunities at East Bay Community Action Program. EBCAP is an equal opportunity/affirmative action employer committed to providing a diverse work environment. EBCAP is committed to the safety of our employees and clients during this COVID-19 medical crisis. We are currently conducting our interviews remotely. Our new hires are attending orientation and program-specific orientations remotely, and proof of Covid-19 vaccinations is required.