NORTH BAY REGIONAL CENTER
POSTING ANNOUNCEMENT
Chief Financial Officer

THE ORGANIZATION

North Bay Regional Center (NBRC) is a private non-profit corporation under contract to the State of California, to provide the coordination of services to individuals with developmental disabilities. NBRC is one of twenty-one regional centers in California that serve as the point of entry into the State's developmental disabilities service delivery system. NBRC serves approximately 7,000 consumers and employs over 180 persons working out of two offices in a three-county area of Northern California. The main office is located in Napa.

JOB SUMMARY & RESPONSIBILITIES

The Chief Financial Officer reports to the Regional Center Executive Director. The person is accountable for the accuracy of all accounting information. Recommends financial decisions based on all available information. Develops reporting methodologies to ensure the financial health of the agency is monitored and communicated to the Executive Team in an accurate and timely manner. This person is responsible for implementing budgeting and forecasting methodologies to ensure optimal results. Supervises the preparation of fiscal and statistical information for submission to the State. Coordinates budget plans and expenditures and advises the board of directors and the Executive Director on financial matters. Prepares the annual budget and oversees rate negotiations and payment of purchased services. Oversees the Accounting, Fiscal and Information Technology Departments and optimizes usage of technology to replace manual operations or redundant data entry. The Chief Financial Officer monitors and manages an annual operating budget of approximately $130 Million.

KNOWLEDGE SKILLS & ABILITIES

Leadership: Establishes goals and provides vision for the Accounting, Fiscal and Information Technology Departments. Assists the Executive Director in the development and implementation of agency strategy through collaborating with local community and state agencies.
Financial Reporting: Utilizes all available data to prepare reports to ensure the financial health of the company. Provides strategic recommendations based on forecasts and trends. Communicates information to the board of directors, the executive and management team, employees, and financial institutions. Performs detailed analysis of data.
Banking: Establishes and maintains solid relationships with financial institutions to assure funding needs are addressed.
Budgeting: Develops an annual budget and uses that information for tracking versus actual expenses. Communicates this information on a frequent basis to the executive and management team.
Finance: Supervises the Accounting Manager and Fiscal Supervisor to ensure financial information is consistently reported accurately and timely. Provides leadership and guidance to facilitate positive improvements to processes and acts as a catalyst for change.
Information Technology: Supervises the Information Technology Manager. Provides guidance on technology usage and development in the agency.
Administration: Provides guidance on administrative matters including personnel, insurance, and facilities management.
Teambuilding: Assures that a positive work environment is present and facilitates open communication and sharing of information and ideas.

EDUCATION AND EXPERIENCE

- Bachelors degree in Accounting, Finance or Business. CPA preferred but not required.
- At least ten years of progressive financial leadership experience.
- Highly developed knowledge of IT issues and office software.
- Strong familiarity with employment law and personnel practices and policies.
- Multi-task orientation; works well under pressure; prioritizes and produces within deadlines.
- Proven ability to develop and motivate personnel.

COMPENSATION

Executive salary commensurate with qualifications and experience. Excellent benefits including CalPERS (California Public Employees Retirement System).

TO APPLY

Submit resume and cover letter with salary requirements to:
North Bay Regional Center, Human Resources Department 10 Executive Ct. Napa, CA 94558
Fax: (707-256-1229) or Email: HRServices@nbrc.net Website: www.nbrc.net