



JOB ANNOUNCEMENT

(Please Post)

Director of Finance

Sacramento, California

Full-Time

Permanent

POSITION: Director of Finance

TO APPLY: Send cover letter describing interest in the position, résumé, and three professional references (including name, title, telephone number and email address), and a writing sample to:

Gary F. Smith, Executive Director
Legal Services of Northern California
517 12th Street
Sacramento, CA 95814
gsmith@lsnc.net

If sending application via email, please attach materials as a single PDF.

APPLICATION

DEADLINE: January 15, 2024

ORGANIZATION DESCRIPTION:

Founded in 1956, Legal Services of Northern California (LSNC) is a California non-profit corporation that provides high quality civil legal assistance to people with low income, older adults and persons with disabilities in more than 23 northern California counties. LSNC has eight field offices and several special projects. LSNC has a budget of more than \$10 million annually, with revenue from local, state and federal grants and contracts, as well as private donations. Its primary funder is the federal Legal Services Corporation. LSNC has more than 100 employees and a finance unit staff of 10.

RESPONSIBILITIES:

Under the supervision of the Executive Director, the Director of Finance will manage the organization's financial operations, including the oversight of all finance, budgeting, accounting, reporting activities, financial grant compliance and audits.

DUTIES:

1. Plan and direct the management and administration of the organization's payroll, health benefit plans, employee retirement plans, human resources processing, business insurance plans, accounting, budgeting, financial reporting, and the procurement process.
2. Oversee and supervise the staff and day-to-day functions of the Finance Unit and provide overall direction in all functions of the unit.
3. Perform ongoing reviews and updates of the organization's internal control policies and procedures to reduce the risk of the organization's exposure to any fraud, irregularities, or wrongdoing.
4. Develop, maintain, and update the organization's Accounting Manual. Ensure the Accounting Manual is compliant with the Legal Services Corporation Financial Guide as well as other funders' financial guides and requirements.
5. Develop, assist, and maintain program policies and procedures as needed.
6. In consultation with the Board of Directors, Executive Director, and program managers, prepare, develop, and monitor the organization's annual budget.
7. Prepare monthly financial reports for the Board of Directors, Executive Director, and program managers.
8. With assistance from the Board of Directors Treasurer, schedule, and plan Audit/Finance Committee meetings.
9. Assist the Audit/Finance Committee in selecting the auditor for the organization's annual audit, which includes a federal single audit and a Legal Services Corporation compliance audit.
10. Work with auditors to complete the annual audit and assist the auditors in preparing the

annual tax form filings including the IRS form 990, and California form 199.

11. Ensure the organization maintains adequate property, liability, and other forms of business insurance coverage.
12. In collaboration with LSNC's insurance broker for health benefits, shop for and maintain the health benefit plans of the organization. Coordinate and assist with the open enrollment process.
13. Serve as a fiduciary for the organization's retirement plans. Work with the organization's investment advisors and third-party administrators to ensure compliance of the organization's 401(k), 403(b) and 457(b) plans.

QUALIFICATIONS

KNOWLEDGE: Requires a thorough knowledge of accounting, budgeting, financial and personnel management, purchasing, state and federal labor and employment laws, statistical data compilation and reporting techniques, and business and professional codes.

SKILLS: Solid knowledge of accounting principles and techniques, GAAP and Uniform Guidance; excellent organizational, written, and oral communication skills; strong planning and critical thinking skills with the ability to track and meet critical deadlines; excellent analytical and problem-solving skills; ability to work collaboratively with a diverse community of colleagues and a commitment to fostering inclusivity and equity.

EXPERIENCE

AND EDUCATION: Preferably a CPA or MBA; at minimum, a bachelor's degree with a major in accounting, business administration or a substantially similar major and 5-10 years of experience in nonprofit accounting preferably in a multi-funded program with multiple locations.

SALARY: \$10,188 (Step 1) to \$13,443 (Step 15) per month, DOE
See LSNC's Policy on Salary Scales and Placement at lsnc.net

BENEFITS: Legal Services of Northern California offers an excellent fringe benefits plan.

**LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH
DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND
TRANSGENDER PEOPLE TO APPLY.**