

**CASA OF FRESNO & MADERA COUNTIES  
JOB DESCRIPTION**

<b>POSITION TITLE</b>	<b>DEPARTMENT/DIVISION</b>
Fiscal Analyst	Operations
<b>REPORTS TO</b>	<b>EXEMPTION STATUS</b>
Executive Director	Exempt, Full Time
<b>SALARY RANGE</b>	<b>DEADLINE TO APPLY:</b>
\$48,000 - \$55,000	Open Until Filled

**Organizational Mission**

The mission of CASA of Fresno and Madera Counties is to recruit, train and support volunteers to advocate and speak for the best interests of abused and neglected children in the Child Welfare and Juvenile Court systems.

**Position Goal**

Administer the fiscal operations function in supporting the organization’s fulfillment of its mission to recruit, train and support volunteers to advocate and speak for the best interests of abused and neglected children in the Child Welfare and Juvenile Court systems.

**Key Responsibilities**

1. Organizational Administration

- Work cooperatively with Executive Director to develop and administer the operations components of the annual plan.
- Assist in developing the annual budget and in exercising spending control related to the approved budget.
- Work cooperatively with the Executive Director in advising the Board of Directors in setting operations related policies and goals through coordinating the work of the Operations Committee and attending the meetings of the Board of Directors.
- Enable the tracking of progress through maintaining the Quarterly Financial Report.
- Keep the Executive Director apprised of decisions to be made, issues to be resolved and weekly priorities through the Weekly Work Report and a weekly one on one meeting.

## 2. Finance

- Oversee the financial management system, planning and controls.
- Prepare monthly financial reports as requested by the Executive Director.
- Assist the Executive Director in creating the annual organizational budget and budget proposals to funders.
- Oversee grant budgets including preparing and submitting invoices as set out in each grant contract.
- Oversee monthly assessments and forecasts of organization's financial performance against budget, financial and operational goals.
- Monitor the organization's cash flow.
- Develop, maintain and monitor all fundraising event accounting systems and procedures.
- Prepare for and coordinate the annual financial audit and audits by various funders.

## 3. Facilities and Equipment

- Oversee the maintenance of the organization's facility and equipment including contracting with third-party vendors to complete work.
- Manage vendor relationships and review vendor contracts to determine effectiveness and efficiency.
- Manage the organization's storage area and ensure that closed files are maintained according the organization's records retention and destruction policy.

## 4. Other Administration

- Monitor and update the organization's Operations Policy and Procedure Manual.
- Administer the procurement of supplies for the organization.
- Provide leadership, mentoring and direction to the employees in the Operations Department.
- Recommend and monitor the organization's insurance policies.

### **Desired Minimum Qualifications**

To successfully perform the essential functions of this position, the incumbent must have the following:

- Bachelor's degree, preferably in the area of Business or Management.
- Three-years of successful experience in office management, finance, or human resources. Previous non-profit experience is preferred.
- Strong observation, analytical and listening skills.
- Experience working in Financial Management and budget development.
- Ability to supervise and train others.
- Ability to organize, set priorities, take initiative and exercise sound, independent judgment within areas of responsibility.

- Good knowledge of personal computer operations and software including Microsoft Office and QuickBooks products.
- Ability to carry out assigned duties and responsibilities in an ethical manner and follow the organization's policies.
- Possess a valid California Driver License and successfully pass a formal background check.

### **Supervision**

Not applicable at this time.

### **Working Conditions**

The duties of this position regularly require travel in Fresno and Madera Counties in your own personal vehicle. This position rarely requires strenuous activity. Occasional weekend and/or evening hours may be assigned as needed.

While performing the duties of this job, employees may regularly be required to: walk; climb stairs; talk or hear, both in person and by telephone; use hands to operate standard office equipment; reach with hands and arms; carry multiple items at one time; and, lift up to 20 pounds. There may be prolonged periods of sitting and computer work. The duties of this position also require on-the-job driving.

### **Equipment**

This position functions in an office environment. It requires the use of general office equipment such as a personal computer, printer, fax machine, copy machine and telephone.

Duties described on the previous pages document the general nature and level of work but are not intended to be a comprehensive list of all activities, duties and responsibilities required of the employee in this position. Consequently, the employee in this position may be asked to perform other duties as required.

### **How to Apply**

Submit a cover letter and resume via email to Megan Araki at [megandaraki@casafresno.org](mailto:megandaraki@casafresno.org) or deliver to 2300 Tulare Street, Suite 210, Fresno, CA 93721