

NoRTEC

Finance Director

About NoRTEC:

The Northern Rural Training & Employment Consortium (NoRTEC) in Chico, California, offers federal Workforce Innovation and Opportunity Act programs in eleven Northern California Counties. Established in 1983, NoRTEC is governed by a Workforce Development Board and an elected Governing Board. It provides a wide range of workforce services to businesses and job seekers across the region. For more information, please visit www.ncen.org.

NoRTEC Culture:

The NoRTEC organization is composed of high-performance employees who continually seek ways to enhance service provision for the communities we serve. Each employee takes personal responsibility for overall organizational performance and strives for exceptional, rather than just adequate, performance in the areas that matter to our organization. NoRTEC employees are self-starters who work well with minimal supervision, demonstrate the ability to accomplish tasks, and collaborate effectively with colleagues in an office environment.

Position Description:

The Finance Director is responsible for ensuring the financial well-being of the organization by managing its financial operations. Working closely with the CEO and the Executive Leadership Team, the Finance Director aims to meet and exceed the organization's fiscal goals.

This position is responsible for preparing financial statements; maintaining cash control; providing financial reporting and analysis to the CEO and the NoRTEC Executive team, Board of Directors, and Governing Board. Additionally, the role involves fiscal programmatic evaluation and monitoring ensuring financial reporting compliance with Generally Accepted Accounting Principles (GAAP), managing payroll and benefits, developing and administering contracts, ensuring contract compliance, development and implementation of policies and procedures, assisting with grant applications, maintaining the automated accounting system, providing technical assistance and training for service provider staff and preparing for the annual Single Audit and State Monitoring.

The candidate must also be familiar with and ensure compliance with the Workforce Innovation and Opportunity Act (WIOA), OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements, as well as other federal and state policies and regulations related to the organization's operations.

Essential Duties and Responsibilities

1. Maintain effective control over NoRTEC financial systems and transactions, including:
 - a. Managing internal fiscal control structures and procedures.
 - b. Preparing annual NoRTEC budgets and presenting them to the Workforce Development Board.
 - c. Maintaining NoRTEC accounting records and transactions.

- d. Ensuring compliance with grant financial and procurement requirements.
 - e. Tracking funds in contracts with the State and contracts with service providers.
 - f. Monitoring contract compliance by service providers.
 - g. Monitoring cash balances in compliance with grant requirements.
 - h. Preparing monthly and quarterly financial reports as requested by management.
 - i. Monitoring financial requirements of multiple grants, each with unique requirements.
 - j. Developing an annual cost allocation plan to distribute expenditures among multiple grants.
 - k. Ensuring that grant procurement requirements are followed for all purchases.
 - l. Maintaining payroll and benefit records and preparing tax reporting and payments.
 - m. Processing annual W2 and 1099 forms.
2. Provide effective oversight of service provider financial operations.
 - a. Utilize a combination of on-site monitoring, desk reviews and technical assistance to ensure that service providers maintain financial integrity.
 - b. Review service provider single audits to ensure compliance with NoRTEC and grant/contract requirements.
 3. Supervise accounting work assigned to Accounting Technician including processing of payables and receivables, payroll, inventory, and taxes.
 4. Assist with service provider contracting process including:
 - a. Assure that the RFP process is adequately documented.
 - b. Conduct cost or price analyses for all new subcontracts and all subcontract modifications.
 - c. Ensure the subcontract negotiation process is adequately documented.
 - d. Ensure all grant service provider and vendor subcontracts are in place and current.
 - e. Review annual contract modifications to ensure budget accuracy and compliance.
 5. Oversee the annual single audit including:
 - a. Close and reconcile year-end financial information and prepare all required reports.
 - b. Prepare all information and schedules requested by auditor.
 - c. Provide information to auditor during fieldwork.
 - d. Present Single Audit results to board.
 6. Ensure that all required financial reporting to funding sources is timely and accurate, including:
 - a. Allocating NoRTEC direct and indirect costs among funding sources in proportion to benefits received.
 - b. Being responsible for all financial reporting including regularly scheduled reports as well as other reports requested by funding entities
 7. Work with NoRTEC Workforce Development Board (WDB) Finance Committee and Governing Board to provide accurate and informative financial information, including:

- a. Preparing Finance Committee agendas, reports, and minutes. Working directly with Finance Committee chair to maintain effective communication of fiscal activities, concerns, and achievements.
8. Assist with and provide grant application budgetary information to access funding opportunities to assist businesses and job seekers.
9. Provide technical assistance and direction in fiscal matters to service providers. Provide on-site technical assistance as needed.
10. Successfully manage State and Federal Fiscal and Procurement Monitoring of NoRTEC.
 - a. Provide information requested by outside monitors.
 - b. Be available during on site monitoring to answer questions and provide information.
 - c. Prepare written responses to monitoring letters.
 - d. Assure implementation of requested corrective action.
11. Perform related duties as assigned.

Minimum Qualifications

1. At least 5 years of verifiable, relevant accounting and financial management experience, preferably in a governmental grant-funded environment. CPA preferred.
2. Education: Bachelor's degree in a relevant field.
3. Supervisory experience.

Required Knowledge, Skills and Abilities

- Managing multiple grants (20-25), each with unique rules, terms, and objectives.
- Meeting multiple financial reporting and other work deadlines.
- Forecasting and managing grant revenues and expenditures to ensure full utilization without overspending.
- Understanding and ensuring compliance with various grant requirements.
- Effective oral and written communication skills are essential.
- Using good judgment and making sound decisions according to established procedures and policies.
- Handling multiple projects simultaneously.
- Working with numerous interruptions.
- Adapting to changing funding levels and organizational priorities.
- Establishing and maintaining effective and collaborative working relationships with colleagues and staff.
- Operating personal computers and/or tablets, utilizing various software programs including MS PowerPoint, MS Word, MS Excel spreadsheet applications, and experience working with a database.

Job Type:

This is a full-time 40 hours per week position located in Chico, California

Salary Range:

Salary depending on experience and qualifications. Salary Range: \$125,000 - \$145,000

Benefits:

NoRTEC offers a full range of employee benefits including fully paid Medical Insurance, Dental Insurance, Vision Insurance, Flexible Spending Account, Life Insurance, Accidental Death and Dismemberment Insurance, Defined Contribution Retirement Plan, 457 Deferred Compensation Plan, Vacation, Sick Leave, and Paid Holidays

Travel Requirements:

10%-20% local and overnight travel in rural Northern California required.

Physical Requirements:

- The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation.

Work Environment:

The noise level in the work environment is moderately noisy.

Application Instructions:

Submit a cover letter and resume to: jobs@ncen.org

Closing Date:

Position will be open until filled.

If you have any questions, or need additional assistance regarding this position, please contact NoRTEC at (530) 892-9600.

Northern Rural Training and Employment Consortium

11 Ilahee Ln, Chico, California, 95973

(530) 892-9600

<http://www.ncen.org>

NoRTEC is an Equal Opportunity Employer and supports workforce diversity. Women, minorities, and persons with disabilities are encouraged to apply. NoRTEC will consider individuals with disabilities based on their qualifications to perform the essential functions of the position for which they are applying and will provide reasonable accommodation in the application and/or testing process. If you require accommodation in the application and/or testing process, please notify NoRTEC within seven (7) days of the need for accommodation, so appropriate alternative arrangements can be made.