

Foundation for California Community Colleges (FoundationCCC) Senior Director for Accounting

The Senior Director will: implement, configure and manage all accounting workflows and systems; establish and assure compliance with accounting principles, practices and procedures; produce accurate, timely and compliant reporting; and oversee all tax return, grant monitoring and financial audits.

This role requires an equally strong grasp of financial and management accounting and the ability to analyze how resources might be allocated to optimize team performance.

BACKGROUND

The Foundation for California Community Colleges was established 25 years ago to accelerate innovation across the system, increase system-wide resources through fundraising and other activities, advance policies and programs to reduce barriers to community college attendance and educational achievement, leverage scale to reduce procurement and other costs, and provide a variety of system-wide services. FoundationCCC collaborates closely with the system's Chancellor and with California's community college leaders across all levels and functions. FoundationCCC has an annual budget of about \$160 million and 500 employees.

BASIC FUNCTION

As a key member of the Finance team, this Senior Director will work closely with the CFO, other members of the Executive team, and other leaders across FoundationCCC and California's community college system. Strong communication skills, a commitment to teamwork, and technical accounting knowledge are equally important components of success for this role.

The Senior Director must have a strong understanding of cloud-based accounting systems, quickly develop expertise with the Workday accounting system, and be able to connect finance data to operating data in Salesforce and other systems employed by various FoundationCCC departments. While there are technical teams and consultants that configure and support the various systems utilized by the organization, this Senior Director's team will function as one of the Finance team's "super-users," being able to partner with both technical and business teams to shape financial systems and workflows according to FoundationCCC needs.

The Senior Director will manage the program accounting team and coordinate with the Controller to improve management of: AP/AR/PO systems, GL accounting functions, payroll, FoundationCCC cash, grant reporting, contract administration and compliance, financial close processes (monthly/quarterly/annual) and associated workflows, preparation of financial reports, and all processes related to balance sheet and P&L preparation, reporting, submissions to the IRS and financial audits. Additionally, this role will assist FP&A in producing forecasting, planning and budgeting numbers; expense and revenue allocations; and reconciliations of various types. This role will set and direct revenue recognition standards and will actively monitor compliance to various terms and conditions of funding and government entities.

This role requires a strong sense of process, technical competence, an understanding of business workflows, the ability to translate financial concepts to terms that non-finance

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professionals can understand, and high emotional intelligence to effectively support and interact with leaders throughout the organization.

PRIORITIES AND RESPONSIBILITIES

IMMEDIATE PRIORITIES:

- Quickly get to know FoundationCCC – its culture, constituents, departments, funding, structures, programs, operational needs, initiatives, people, its place in the community and its potential;
- Establish strong working relationships with the CFO and with colleagues; strengthen and sustain a culture of transparency, collaboration, communication, teamwork and integrity;
- With the CFO, review and manage existing and establish new financial management systems and controls, processes and procedures to develop improved programmatic workflow relating to all aspects of financial information;
- Assist with the FY '24 budget and accounting workflows; work with program Directors to understand their priorities and needs and communicate how they and the accounting group will collaborate.

FINANCIAL MANAGEMENT:

- Support core functions and program Directors with all aspects of financial management for their functions or departments, including budgets and revenue planning, expense management and all related decision-making;
- Prepare and share timely financial data that clearly articulates financial performance and health at departmental and project levels, empowering leads to make sound decisions and providing transparency to the rest of the organization where appropriate;
- Ensure strong internal controls, financial policies, and systems for all aspects of financial accounting (in line with GAAP, IRS standards and relevant best practices) to eliminate risks and ensure responsible stewardship of FoundationCCC's resources (e.g., accounting policies and procedures, investment management policies, accounting systems, expense systems); ensure all financial audits and related filing are completed on time and in good standing;
- Design, manage, and continuously improve processes and systems that enable financial management at FoundationCCC to thrive (cash flow analysis and planning, internal and external reporting, and organizational and project budgeting and forecasting down granular detail embedded in the chart of accounts, accounts receivable, accounts payable and overhead cost allocations data);
- Provide timely, accurate and high-quality financial reporting to FoundationCCC's partners and funders, including ensuring particular compliance with government standards and requirements; manage the relationships with government fiscal leads and other key vendors and partners to ensure financial processes between the organizations meet needs, standards and goals;
- Partner with the HR team to ensure human resources are effectively resourced against FoundationCCC's funding streams while also solving for the needs of projects, partners and individual team members.

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DAY-TO-DAY ACCOUNTING TEAM LEADERSHIP:

- Provide management and leadership to accounting team members, ensuring there are appropriate standards in place across all aspects of the accounting function (monthly close, AR/AP, payroll, procurements, etc.) and operations function (contract review and management, reporting, planning, etc.);
- Evolve, develop and scale financial accounting resources, training, workflows and systems as FoundationCCC's needs change; manage the performance team members and ensuring they receive real-time direction and useful feedback on their performance; annually assess performance of accounting team members, and provide feedback on performance throughout the year;
- Support team members in building relationships across the organization and maintaining a strong service orientation to FoundationCCC's department and service areas; create a sense of appreciation for FoundationCCC's finance function by delivering value and through a strong customer service orientation;
- Lead or co-lead bi-weekly Finance team meetings.

CONTRACT AND GRANT COMPLIANCE AND RISK MITIGATION:

- Ensure FoundationCCC is in compliance with relevant federal, state and local agencies and laws related to financial reporting;
- Monitor contracts with partners and vendors and grant agreements with funders to ensure terms of agreements and contracts are executed quickly, compliantly and in a manner that reduces risk.

IDEAL EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree in Accounting/Finance/Business Administration; a CPA and/or MBA highly preferred; minimum ten years' experience in a financial leadership role, preferably with experience in a nonprofit with a budget of at least \$15 million and/or a highly regulated industry with compliance and complex reporting requirements;
- Experience partnering with executive staff resulting in the development and implementation of innovative fiscal, management and operational strategies;
- Excellent written and oral communication skills along with demonstrated leadership, mentoring, team management and interpersonal skills; demonstrated experience shaping, communicating and implementing financial systems in large organizations is strongly favored;
- Experience in or knowledge of nonprofit fiscal management and government contracts is important, as is experience negotiating with a range of vendors and relationship building with sub-contractors; experience working with government entities at the federal, state and local level;
- A commitment to FoundationCCC's mission and goals; the ability to interact easily with leaders at all levels, including the CFO, CEO and Executive team, board members, colleagues, staff, stakeholders and professionals across the California Community College system;
- Excellent interpersonal skills exercised with humility; a team player who understands and can analyze and communicate the financial implications of business plans and

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activities; the patience and ability to translate financial and accounting knowledge to all staff levels;

- The maturity to focus on effective and practical action with a sense of perspective, humor, fun and innovation.

To apply, nominate others, or for further information, please contact:

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