

## 4Cs of San Mateo County Director of Finance

***4Cs seeks a professional with a strong financial planning, budgeting, accounting, controlling and contract management track record, and a comprehensive understanding of how government grants are used to build capability to serve families and children.***

For over 50 years, the **Child Care Coordinating Council of San Mateo County** (also known as [4Cs of San Mateo County](#)), has helped families living and working in San Mateo County to find and pay for child care that meets their needs. They support childcare providers in getting licensed, improving program quality, and continuing their professional development. They lead and advocate for a high-quality early care and education system that provides equitable access to all families with an adequately supported and compensated workforce.

As San Mateo County's Resource & Referral (R&R) and Alternative Payment Program (APP) agency, 4Cs helps to:

- **Plan and find** early care and education programs that meets families needs and provide helpful information to help families make informed childcare choices.
- **Support, train and provide technical assistance to caregivers and educators**, including helping individuals to obtain their childcare license; providing ongoing training and workshops; and supporting improved program quality.
- **Provide financial support to families with low income** by administering childcare subsidies that allow them to maintain their employment, continue their education, or through difficult circumstances such as homelessness or involvement with the Child Welfare System.
- **Advocate** for better systems and policies to support families and childcare providers. Provide leadership and collaboration with our local and state partners.

With a budget of about \$21M, 85% of which is passed through to network service providers, and 30 staff, this organization is wholly focused on improving the lives of San Mateo's children and their families. 4Cs has a lean infrastructure that must remain strong as services are upgraded and expanded to meet rapidly evolving needs in the community. The Director of Finance must have a solid, practical understanding of budgeting, financial control, compliance issues and finance workflows; a practical approach to delivering a solid, stable and secure financial infrastructure; and be able to identify, allocate and manage available funds to expand the range of services and the number of people served.

### **BASIC FUNCTION**

Reporting to the Executive Director, the Director of Finance is responsible for all future planning and day-to-day functioning of the organization's: budgeting and forecasting; financial management, controls, analysis and reporting; revenue/expense/cash management (including receivables, payroll and payables); banking, auditor and legal counsel relationships; contracts and grant compliance and revenue recognition; and all financial tech, systems and support infrastructure.

The Director of Finance will collaborate with, and be a thought partner to the Executive Director and an experienced, professional, motivated Leadership Team. This individual will also interact with and support 4Cs Board of Directors through the preparation and presentation of monthly financial reports engaging Board members as needed to understand matters related to 4Cs finances.

This position requires a hands-on individual with strong business acumen who will personally grapple with and resolve issues in real time. The Director of Finance should have a growth and innovation mindset but be grounded in pragmatism, serving as advisor and implementer to the Executive Director and the organization for financial policies, procedures and practices, and for agency-wide matters and new initiatives.

The Director of Finance will in particular proactively advise the Executive Director in rapidly changing the trajectory of service expansion or contraction in alignment with county, state and federal funding. In the last few years there have been rapid changes in such funding, and a major responsibility of the Director of Finance is to ensure that every available dollar can be applied to services delivered to San Mateo County's children and families.

## **RESPONSIBILITIES**

### **IMMEDIATE PRIORITIES:**

- Quickly get to know the 4Cs of San Mateo County– its people, culture, constituents, funding, programs, and current and future operational and programmatic needs.
- Establish strong working relationships with the Executive Director, colleagues and direct reports, and the Chairs of the Board, and the Finance and Audit Committees; strengthen and sustain a culture of transparency, collaboration, communication, teamwork and integrity.
- Understand and manage internal systems and controls, and financial budgeting, controlling, accounting and controlling processes and procedures to ensure the integrity of the financial information and reporting.

### **FINANCE & ACCOUNTING:**

- **Finance Workflows and Systems:** Review, streamline and make transparent 4Cs' financial apparatus, adhering to GAAP principals; review chart of accounts, current accounting systems and control procedures, audit trails, financial documentation and workflows; ensure infrastructure that allows for the flexibility required for growth; continually review and manage the organization's overall financial risk.
- **Budgeting & Cashflow:** Help to develop the organization's budget and manage the financial forecasting and budgeting process; ensure that actual expenditures are in alignment with budget plans on a rolling forecasted basis; work with all departments to manage and control spending; manage cashflow, cash on hand, all treasury functions and steward investments.
- **Financial Guidance and Liaison:** Proactively provide leadership and guidance to the organization on finance matters, and analyze the financial implications of decisions and capital projects; serve as the fiscal liaison and maintain positive relationships with funding sources, contracting agencies, banks, auditors, attorneys, vendors, current and potential business partners; provide finance orientation and training to new staff and board members.
- **Reporting, Compliance and Standards:** Ensure compliance with all funding terms & conditions; oversee reporting for contracts, tax matters, compliance audits, collection of earned revenue, monthly and annual general accounting close and financial reporting; administer financial relationships with partners and vendors that provide services to 4Cs or for whom 4Cs provides services; facilitate and coordinate audit activities.
- **Day-to Day Management:** Provide day-to-day supervision of all finance staff working on the organization's budgets, payables, receivables, accounting and reporting, in the process

function as the Office Administrator; provide for insurance policy oversight and renewal; set up and manage FSA and 401K plans, provide training and act as liaison.

- **Function as the Central Point for All Finance Information:** Provide accurate, timely and succinct information on the financial status of all programs and departments to the Executive Director, Chairs of the Board and Finance Committee upon request; develop long- and short-range financial plans and prepare accurate and timely financial and operating reports for the Executive Director and the Board.

**OTHER RESPONSIBILITIES:**

- Collaborate with the Executive Director and management team in the design, implementation and timely calculations of employee performance reviews, and the development of recognition, incentives and competitive salaries; set up and maintain HR files; manage employee onboarding and termination process.
- Shape decisions on IT functions related to financial matters.
- Ensure that the organization’s network infrastructure is secure and operating at an optimum level; evaluate capital expenditures that modernize 4Cs’s productivity and ultimately reduce overhead expenses.

**IDEAL EXPERIENCE and CHARACTERISTICS**

The ideal candidate should have the following experience and qualifications:

- Ten+ years’ experience senior leadership charged with financial oversight and management in the nonprofit, public or business sector, and with organizations of comparable scale.
- Knowledge of the finance environment of nonprofits like 4Cs of San Mateo, including accounting, contract, grant management and revenue recognition; knowledge, experience and application of GAAP; background in managing general accounting, budgeting and planning, procedures and controls, and analysis & reporting; an ability to identify new revenue sources.
- Experience working with financial programs and platforms, nonprofit accounting and financial reporting systems; an ability to successfully leverage financial and information systems to support an evolving organization.
- Ability to interact easily with the board, colleagues, staff, and stakeholders. Excellent interpersonal skills; the ability to interact with a diverse community and multi-disciplinary staff.
- Excellent communication skills, both verbally and in writing; ability to convey complex financial information in a concise way, engaging way and willingness to translate financial and accounting knowledge to all staff levels.
- The maturity to focus on effective and practical action; a person with integrity who is able to deliver both good and bad news and is able to solve problems; organized, reliable, consistent, extremely ethical.
- Passion and an aptitude in big picture strategy as well as rolling up your sleeves to get into the details of fiscal and administrative operations.
- A commitment to the mission of 4Cs of San Mateo County to advancing child care solutions, break down barriers and promote opportunity and equality for all, including to promote equity and anti-racism.

**4Cs of San Mateo County  
Director of Finance**

- A degree in accounting or business is preferred, and CPA is advantageous.
- A team player with a sense of humor and perspective.

Compensation will depend on experience, and is currently expected to fall between \$170,000 and \$225,000.

For more information please contact:

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