

California Child Care Resource & Referral Network Chief Financial Officer / Chief Operating Officer

The Executive Director seeks an experienced finance and operations professional to manage the budgeting, financial, contracting, legal, tech and other operating infrastructure for the leading network of California agencies that help parents access affordable, quality child care.

Almost 50 years ago, child care agencies across California created the **California Child Care Resource & Referral Network** to provide coordination, training, technical assistance, and to advocate for children and families. With 58 local child care resource and referral agency members, the organization (rrnetwork.org) leverages data and real-world experiences to:

- **Improve understanding** of the demographics of the state, the needs of children and families, and service gaps that need to be filled across California;
- **Amplify voices** of parent and provider in California;
- **Develop collaborations** among business, government and nonprofits that improve child care and services within California;
- **Connect families** with children to agencies that can assist them to find and pay for child care, provide them with crucial information such as child care licensing information, parent consumer education and child development information, and background checks.
- **Support child care providers** by connecting them to local R&R agencies and developing outreach strategies and training curriculums for home-based caregivers.
- **Support member agencies** and provide innovative models, technical assistance and share information on trends in the field.

With a budget of \$4.6 million and 40 staff, this organization is wholly focused on improving the lives of California's children and their families. The organization has a lean infrastructure that must remain strong as services are upgraded and offices are expanded with a location in the Sacramento metro area. The CFO/COO must have a solid, practical understanding of budgeting, financial control, compliance issues and finance workflows, and a practical approach to delivering a solid, stable, secure operating environment.

BASIC FUNCTION

Reporting to the Executive Director, the CFO/COO 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 tech, systems, support workflows and operating infrastructure.

The CFO/COO will collaborate with, and be a thought partner to, the Executive Director and an experienced, professional, motivated Management Team. This position requires a hands-on individual with strong business acumen who will personally grapple with and resolve issues in real time. The CFO/COO 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.

R&RNetwork currently uses [Xero](#) for accounting, [Insperity](#) as a human resources provider, and [TechSperience](#) for IT support. The organization is not necessarily wedded to these solutions or providers, and employs finance and other infrastructure that is robust, functional, secure and is popular in the market so that it is easy to hire people to maintain essential systems.

RESPONSIBILITIES

IMMEDIATE PRIORITIES:

- Quickly get to know the California Child Care Resource & Referral Network – its people, culture, constituents, funding, programs, and current and future operational 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, operations, processes and financial procedures to ensure the integrity of the financial information and reporting.
- Provide a welcoming atmosphere to staff seeking H.R. support and proactively inform and assist staff in accessing the benefits provided to them by the R&RNetwork.

FINANCE & ACCOUNTING:

- Review, streamline and make transparent R&RNetwork's financial apparatus; 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.
- Ensure that actual expenditures are in alignment with budget plans; work with all departments to manage and control spending; forecast and manage cash flow to ensure that cash on hand is adequate to meet obligations and future needs.
- Oversee reporting for contracts; tax matters; coordination of compliance audits; collection of earned revenue; monthly and annual general accounting close and financial reporting; administration of financial relationships with partners and vendors that provide services to R&RNetwork or for whom R&RNetwork provides services; adhere to GAAP principals; facilitate and coordinate audit activities.
- Responsible for contract management including the structuring of direct and indirect costs, and negotiation of contract applications, compliance and reporting.
- 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:

- Proactively provide leadership and guidance to the organization; specifically, provide expertise in all financial matters, voicing financial implications of pending decisions and capital projects.

- Provide exceptional leadership to the finance, accounting, payroll, contracting and IT functions. Organization-wide, provide orientation and training to new staff and board members, and ongoing support to those with fiscal and budgetary oversight.
- Lead the budgeting process, including the framework for budget preparation, reporting and variance analysis; create forecasts and other financial tools to support the development of philanthropic support and in reviewing programs from a financial perspective.
- Serve as the fiscal liaison and maintain positive relationships with funding sources, contracting agencies, banks, auditors, attorneys, vendors, current and potential business partners.
- Develop and utilize forward-looking, predictive models and financial analyses to provide insight into the organization's operations and business plans; responsible for all treasury functions, including managing cash and investment management.
- Engage in cost analysis and risk management activities; evaluate investments and projects.
- Ensure that the organization's network infrastructure is secure and operating at an optimum level; evaluate capital expenditures that modernize R&RNetwork's productivity and ultimately reduce overhead expenses.
- 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.

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 an organization at least of a comparable size.
- Experience in or knowledge of nonprofit accounting, including contract and grant accounting and revenue recognition issues; knowledge, experience and application of GAAP; background in managing general accounting, budgeting and planning, procedures and controls, and analysis and reporting.
- Business acumen and data-orientation to identify new opportunities and drivers of revenue generation and business decisions.
- Comfort with technology; experience working with financial programs and platforms, nonprofit accounting and financial reporting systems; an ability to successfully integrate financial and information systems to support an evolving organization.
- Ability to interact easily with the board, colleagues, staff, and stakeholders. Excellent interpersonal skills and 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.
- Organizational leadership that embodies the R&R Network's Values and promotes equity and anti-racism.
- A degree in accounting or business is preferred, and CPA is advantageous.
- A commitment to the California Child Care Resource & Referral Network's mission and goals, particularly advancing child care solutions that break down barriers and promote opportunity and equality for all.
- A team player who understands and can communicate the business implications of plans and service strategies and who is able to creatively design and explore systems and procedures that fit current and long-term needs.
- A sense of humor and perspective.

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