



Child, Family & Community Services, Inc.

Providing families and children a foundation to be successful.

Fiscal Director

Child, Family and Community Services, Inc. is seeking a dynamic Fiscal Director to oversee the business operations and administrative activities of the Fiscal Department. This non profit corporation operates Head Start, Early Head Start, and California Alternative Payment Programs. We have one delegate agency as well as several partner agencies in service delivery. Operations take place at approximately 17 sites with budgeting and accounting for each site and program. Approximately six staff members report to the Fiscal Director.

Qualifications/Skills:

- BS in Accounting, Finance or related field; MBA, Master in Accountancy and/or CPA preferred
- Minimum of 5 years of progressive experience in three or more operational areas of business and/or financial operations management in a non-profit organization, government agency, or other entity with an annual budget of \$20 million or greater is required. At least two years must have included direct management or supervision of professional staff.
- Any combination of education, training, and experience which demonstrates skill, knowledge, ability, and trait characteristics essential for this position may be considered.
- Proficient in accounting software (MIP preferred) and data management.
- Knowledge of federal and state grant and contract accounting requirements.

Salary and Benefits:

- Salary commensurate with experience (***negotiable***).
- Medical, dental, and vision coverage.
- 403(b) with agency match.
- Generous vacation leave.
- Sick leave—1 day per month.
- Paid Holidays—13 days per year

About us:

Child, Family & Community Services, Inc. is a non-profit corporation providing education and family support services to qualified families living in Southern Alameda County. The programs of CFCS currently serve almost 3000 families every year at 17 program sites located in six cities. The agency administrative headquarters is conveniently located in Union City with easy access to public transportation.

To apply for this position please submit your resume and supporting documentation by **Monday, July 12, 2010, 5:00 p.m.** to hr@cfcsinc.org or fax to (510)796-9019.

For more information about our agency please visit our website www.cfcsinc.org

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