



CPA, Disaster Case Management Program

Sacramento, CA 95814

\$75,000 - \$90,000 a year – Full-time

Closing Date: 12-31-2020

To Apply:

Please review this announcement carefully. Please submit a resume, cover letter, and three professional references to Cynthia Martinez (cynthia@catholiccharitiesca.org).

Background:

Catholic Charities of California, Inc. (CCC) is a 501(c)(3) non-profit public benefit corporation. CCC is the state-level office representing California's 12 local Catholic Charities organizations (LCCOs). California's LCCO network is the largest non-profit provider of social services in the State.

CCC applies for and administers statewide and regional social services contracts and grants on behalf of LCCOs. CCC functions as the single point of contact with funders, provides contract management services and operational support to participating LCCOs, monitors LCCO progress on contract deliverables, and works with LCCOs to resolve program and contract issues.

Responsibilities:

This full-time (1.0 FTE) CPA position will lead financial operations statewide for the Disaster Case Management Program (DCMP). This position is responsible to:

- Collect and process monthly invoices and supporting documentation from LCCOs.
- Compile and submit monthly aggregate invoices to the State agency funder.
- Maintain approved budget files for CCC and LCCOs; process budget adjustment requests (BARs) for CCC and LCCOs in accordance with required rules and processes.
- Maintain strong working relationships with funder agency staff.
- Maintain strong working relationships with LCCO and CCC staff.
- Maintain in-depth knowledge of contract- and funder-specific rules governing program expenditures, budgets, and invoicing.
- Conduct internal auditing of LCCO financial records to ensure compliance.
- Prepare for and participate in funder audits.
- Participate in meetings and conference calls as requested.
- Keep DCMP Program Director and Executive Team apprised of any fiscal issues; provide recommendations.

- Work with other program staff (e.g., Program Director and Data Director) to fulfill program reporting requirements.
- Provide weekly updates to the Executive Team.
- Generate monthly fiscal progress reports for each LCCO and CCC.

As an employee of CCC, this position is responsible:

- To produce work that aligns with CCC's standards of excellence.
- To work independently to ensure that all assignments are completed promptly.
- To provide high-quality support to the Executive team as requested.

Required Qualifications:

- CPA with at least 8 years of progressive work experience in a closely related field (e.g., non-profit accounting, grant accounting).
- Excellent written and verbal communication skills.
- Ability to work as a positive, enthusiastic member of a team.
- Ability to work independently with minimal supervision as needed.
- Excellent organizational skills and ability to reliably meet all deadlines.
- Advanced computer skills, including proficiency in MS Office.
- Comfort building and working with spreadsheets, including skill utilizing formulas in Excel.
- Ability to efficiently resolve problems with excellent judgement and minimal support.

Summary:

Job Type	Full-time, limited term (20 months)
Salary	\$75,000 - \$90,000/year DOE
Job Location	Statewide; telecommute plus travel
Job Hours	8:00am-5:00pm, Monday-Friday
Required Education	CPA with 8 years' related experience
Preferred Experience	Non-Profit Accounting: 3 years
Benefits	Health insurance, vision, dental insurance, retirement