



JAYNOLAN
community services

Finance

**May 13, 2019
to
May 28, 2019**

www.jaynolan.org

**Email: humanresources@jaynolan.org
Questions: HR Recruiter, 818-361-6400, ext. 160**

We are an ADA Compliant and Equal Opportunity Employer

Finance

Position: Finance Director

RFP#: 7450

F/P Time Full Time/Exempt (40+ hours per week)

Location: Mission Hills, 91345

Schedule: Monday through Friday, 8:00am – 5:00pm

Pay: Commensurate with experience

Duties:

- Oversee the development & management of the general accounting system.
- Provide leadership & management over all financial aspects of the agency.
- Ensure internal & external financial reports are completed timely and accurate.
- Maintain ownership of the general ledger & subsidiary ledgers.
- Develop & implement budget controls, and financial policies and procedures.
- Provide direction, training, and supervision of the Finance staff.
- Interface effectively with JNCS Board of Directors, JNCS Management, Regional Center Management, external auditors, and bank officials.
- Safeguard JNCS assets.
- Oversee all Finance Related Regulatory Agency Reporting, including but not limited to: IRS, DDS, RCs, DOR, and County Assessor as assigned

Qualifications:

- Bachelors degree in Accounting or Business, (MA, MS, MBA and/or CPA strongly preferred)
- 10 years management experience.
- PC proficient (Excel, Word, Access & Sage).
- Computer literacy with proficiency in Excel, Word, Powerpoint, Access, & Accpac.
- Ability to interact & communicate effectively at all levels and across diverse cultures.
- Strong customer service and presentation skills required.
- You will possess the ability to be an effective team member and understand the organization's culture and values.

For Employment Consideration:

Email Resume, Cover Letter & Salary History to: humanresources@jaynolan.org