



## Court Appointed Special Advocates of Sacramento County

Post Office Box 278383 Sacramento, CA 95827-8383

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**Job Title:** Finance and Administration Director  
**Reports To:** Executive Director  
**Salary Range:** \$85,000 to \$100,000 DOE  
**Status:** Full-time, Salaried, Exempt (40 hrs per week)  
**Location:** Hybrid environment (Tuesdays & Thursdays weekly in the office required)

The **Mission** of the Court Appointed Special Advocates of Sacramento County (CASA Sacramento) is ensuring consistency and support for children and youth in the foster care system through the use of volunteer advocates advancing the best interests of each child. CASA Sacramento has a staff of 17 employees and approximately 260 volunteer advocates; the organization is governed by a 15-person (and growing) Board of Directors.

**POSITION OVERVIEW:** The Finance and Administration Director is a senior-level position that supports the accounting and financial reporting operations of the organization. Reporting to the Executive Director, this role performs day-to-day, month-end, and year-end financial processes including accounts receivable, accounts payable, expense reports, revenue recognition and billing, general ledger management and financial reporting, accounting and reporting for government and private foundation grants and contracts, financial and single audit preparation support. The Finance and Administration Director will adhere to a comprehensive system of internal controls, ensuring company assets are adequately safeguarded and internal financial policies are followed.

### RESPONSIBILITIES

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- Maintain timely and accurate accounting records in financial software.
- Responsible for accounts payable including the capture of vendor invoices, ensuring proper coding and classification, and ensuring timely payment.
- Responsible for accounts receivable, grant billing to funders, and revenue recognition.
- Record deposits and maintain associated backup documents
- Process bi-monthly payroll and 403b deposits in a timely manner.
- Create monthly journal entries as a part of the month-end, quarter-end, and year-end close processes including all imports and coding from third-party financial app integrations.
- Maintain associated sub ledgers and reconciliations for cash, fixed assets, prepaids and accruals.
- Assist in analysis of financial statement variances as compared to budget and prior periods.
- Properly code and monitor fixed assets for depreciation.
- Prepare 1099 and 1096 tax forms.
- Assist with budget development and ensure its entry into financial software.
- Run periodic financial reports as needed.
- Identify opportunities for process improvement.
- Comply with all applicable laws, rules, and regulations related to accounting and finance, deferring to management for guidance whenever appropriate.
- Assemble information for external auditors for annual financial and workers compensation audits.
- Maintain accounting records and ensure appropriate record retention.
- Ensure compliance with organization's financial controls and policies.
- Serve as staff lead on the Board of Director's Finance Committee.
- Oversee/supervise additional staff where applicable.
- Performs other duties as assigned.

## QUALIFICATIONS

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- Excellent written and verbal communication skills; comfort with writing to internal and external audiences.
- Strong organizational skills, reflecting an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to analyze issues and suggest solutions, and see obstacles through to resolution
- Strong people skills and the ability to build positive relationships with all stakeholders, including staff, Board, donors, and other external partners.
- Proactive, creative approach to problem-solving, with strong decision-making capability; actively seeks opportunities and proposes solutions.
- Highly resourceful team-player, with the ability to also be effective working independently.
- Self-motivated and able to execute tasks with minimal direction.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.

## EDUCATION AND EXPERIENCE REQUIREMENTS

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- Bachelor's degree in Accounting, Finance or related field, or equivalent required.
- 3-5 years of demonstrated ability to provide detailed level bookkeeping support – accounts payable, accounts receivable, closing books on a monthly basis and preparing financial reporting and analysis for small businesses.
- 1+ years of transactional accounting experience using QuickBooks for/in a professional organization. *Nonprofit QBO experience a plus.*
- Experience with payroll processing required.
- Nonprofit experience preferred.
- Proficient in the Microsoft Office suite, Adobe Acrobat Professional.
- Experience in developing strong hybrid team relationships based on trust, accountability, integrity, and sharing of best practices.
- Commitment to maintain the highest level of confidentiality while working with data.
- A dedicated office space that has a reliable, high-speed internet connection.
- Experience with other accounting packages a plus.
- Must be authorized to work in the United States.

## OTHER INFORMATION

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- This is a full-time exempt position working 40 hours per week.
- This is a HYBRID position - ability and willingness to work from a home office is necessary. 2 days per week Tuesdays and Thursdays in the office required.
- Successful candidates must reside in Sacramento region to permit regular in-person meetings with team members.
- Salary is competitive and depends on experience. Salary range \$85,000 to \$100,000 DOE, with excellent benefits package including partial coverage for health, dental and vision insurance; 403b retirement plan with match; Employer provided life insurance, generous holiday and Paid time Off.

## TO APPLY

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Please send a resume & cover letter explaining your experience & salary requirements to [jobs@sacramentocasa.org](mailto:jobs@sacramentocasa.org). All applications will be treated with confidentiality. Position will remain open until filled.

CASA Sacramento is an equal employment opportunity employer. The Organization's policy is not to discriminate against any applicant or employee based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, or any other basis protected by applicable federal, state, or local laws. The Organization also prohibits harassment of applicants or employees based on any of these protected categories.