

Dairy Council of California is recruiting a Director of Accounting and Finance to join our team to elevate the health of children and families through the pursuit of lifelong healthy eating habits. This position will oversee the financial functions of the organization and ensure we maximize the use of our capital and resources. The position entails a high degree of analysis, sound judgement, and responsibility.

Specific Duties:

- Reviews, reconciles and monitors the operation of accounting functions including accounts payable, accounts receivable, payroll and tax reports, benefit accruals, fixed assets and inventory. Reconciles general ledger accounts, prepares adjusting journal entries and scans all entries for reasonableness.
- Implements and monitor accounting policies, procedures, and internal controls to ensure accuracy and efficiency.
- Oversees cash and investment accounts. Formulates and recommends policies on banking, investments, receipts and disbursement of funds. Serves as primary contact with fund managers and ensures proper accounting for all investment transactions.
- Prepares, reviews and analyzes monthly financial statement against budget. Forecasts revenues and cash flow. Communicates results to CEO and designated staff. Prepares reports and executive summary for CEO and Board of Directors.
- Prepares and distributes accurate inventory reports on a monthly basis, or as needed. Monitors inventory of program materials and advises on print recommendation usage rates, and funds available and cost.
- Assists with the preparation and administration of operating budget. Calculates and recommends annual budget for assigned accounts.
- Prepares quarterly tax returns, and other reports as required by various state, federal and other governmental agencies.
- Coordinates and leads the annual audit, liaises with external auditors and the Board of Directors. Ensures the financials conform to generally-accepted accounting principles.
- Maintains fixed asset inventory.
- Receives, reviews and processes payroll documents/information according to state and federal law (timecards, leaves, overtimes, and etc) in conjunction with payroll services, Provides assistance to employees regarding payroll questions.
- Ensures the pension plan and fund are in compliance and administered in accordance to PERL, ultimately accountable to all participants of the pension plan.

Qualifications:

- B.A. or equivalent experience
- CPA preferred
- Seven years of finance experience managing and administering complex finances. Experience includes effectively managing the finances of an organization with primary accountability for financial reporting, accounting, cash management, and financial planning (budget, strategic plan, operational efficiency, etc.) can be based in non-profits, for profits or government
- Experience creating effective policies, procedures, processes, systems and structures

Preferred Skills/Competencies

- Effective written and verbal communication skills
- Strategic and solutions-oriented thinker. Can handle multiple projects at once, meet deadlines, and effectively manage time. Takes pride in high quality work and has an exceptional level of attention to detail.
- Strong analytical abilities and proven accomplishment in a position requiring independent planning and efficient utilization of resources
- Excellent judgment, tact and diplomacy
- A strong sense of accountability
- Excellent organizational skills
- Highest ethical conduct and character

We offer an excellent work environment and benefits package including PERS retirement. For more information about our organization visit us at HealthyEating.org

Click to apply: [Director of Accounting and Finance](#)

Dairy Council of California is an Equal Opportunity Employer committed to the concept and practice of equal employment opportunity in hiring, employment, and promotional decisions. Dairy Council of California seeks to employ and advance the best-qualified applicant or employee without regard to sex, race, color, ancestry, religious creed, national origin, physical or mental disability, medical condition, age, marital status, military status, status as a veteran, sexual orientation or genetic characteristic.