



CENTRAL VALLEY OPPORTUNITY CENTER, INC.

JOB DESCRIPTION

POSITION: Deputy Director of Finance
SUPERVISED BY: Director of Finance
LOCATION: Stanislaus, Merced, and Madera
SALARY: \$62-\$75k annual. Full Time, Medical Benefits & 401(k)
DATE POSTED: September, 18 2026
APPLICATION DEADLINE: Open until Filled

POSITION SUMMARY: The Deputy Director of Finance works directly with the Director of Finance and staff to ensure sound fiscal governance, regulatory compliance, and strategic financial management. This role oversees the daily financial operations, manages full-cycle general ledger accounting, ensures audit readiness with an emphasis on state and federally funded program compliance.

EXAMPLES OF DUTIES:

- **Financial Operations:** Provide core support across Accounts Receivable, Accounts Payable, and payroll operations, serving as back-up for key accounting functions.
- **General Ledger & Systems Management:** Direct month-end closing processes using financial software. Prepare complex journal entries and financial statements.
- **Reconciliations & Internal Controls:** Direct monthly bank and general ledger reconciliations to ensure financial record integrity and data accuracy. Maintain robust internal controls.
- **Grant Billing:** Prepare accurate monthly invoice drafts, reimbursement request packages, and financial schedules for all assigned State, Federal, and private grants. Gather and organize all necessary back-up documentation (e.g., payroll summaries, vendor invoices, receipts, and travel logs) required by each funder for submission.
- **Departmental Support & Administration:** Assist the Director of Finance with budgeting, fiscal forecasting, audits, grant monitoring, and policy implementation. Maintain organized departmental record retention and perform administrative and supervisory duties as assigned in the absence of the Director of Finance.
- **Clerical & Records Retention:** Maintaining organized physical and digital filing systems for administrative, clerical, and audit records.
- **Other Duties:** Perform other related duties or special administrative projects as assigned by management.

REQUIREMENTS:

- **Education:** Bachelor's degree in Accounting, Finance, or a related field. Combination of education and relevant experience will be considered.
- **Experience:** 4-5+ years of progressive accounting or financial management experience, including full-cycle GL management.
- **Technical Proficiency:** Ability to use accounting software. Proficiency in Microsoft Excel is required.
- **Analytical Ability:** Strong ability to analyze complex financial data, evaluate grant parameters, and deliver actionable recommendations to executive management.
- **Soft Skills:** Exceptional organizational, time-management, and communication skills. Proven ability to work independently under high-pressure workload deadlines.
- **Travel:** Some travel may be required

PREFERRED:

- Familiarity with accounting procedures for State & Federally funded programs.
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