



# CENTRAL VALLEY OPPORTUNITY CENTER, INC.

## JOB DESCRIPTION

---

Job Description: Deputy Chief Fiscal Officer  
Supervised by: Chief Fiscal Officer  
Location: Winton  
Salary/Status: Salary Negotiable. Full Time, Benefits & 401k  
Date Posted: 12/15/2021  
App. Deadline: Open Until Filled

### **POSITION SUMMARY:**

Assist Chief Financial Officer in all fiscal areas including system development, in order to provide timely and accurate Fiscal information to management. Prepare reports for grants, close GL, journal entries, draft balance sheet/P&L/Income reports.

### **EXAMPLE OF DUTIES:**

1. Review/analysis of A/R, A/P and payroll
2. Prepare reports for and work with auditors and respond to audits.
3. Supervise preparation and accuracy of internal and external Fiscal reports.
4. Supervise fiscal staff.
5. Assist in development of annual corporate budget.
6. Analyzes expenditure trends and other types of financial analysis.
7. Acts, in absence of Chief Fiscal Officer, as head of the Fiscal Department.
8. Serve as back-up for all duties performed by fiscal staff.
9. Other duties as assigned.

### **REQUIREMENTS:**

1. Five years accounting management duties, with minimum two years recent supervising of accounting staff preferred.
2. Excellent PC skills (Excel, Word, Acctg, E-Platform).
3. Valid CDL and auto insurance (must allow work-related driving)
4. Excellent communication skills verbal and written.
5. Self-starter/self-motivated.

### **PREFERRED:**

1. BA in accounting or related field. Combination of formal education and experience may be considered.
2. Experience in fund accounting software.

---

A completed CVOC application packet as well as a resume must be received to be considered for employment with CVOC. See [www.cvoc.org](http://www.cvoc.org) for application packet. *It is helpful to include your email address on your resume.*

EOE/At Will Employer