

Job Description and Announcement

Position:	Accounting & Business Operations Officer
Classification:	Exempt, Full Time
Position Salary Range:	\$66,560 – \$83,560
Reports To:	Business Director
Deadline to Apply:	September 5, 2025/Open Until Filled
Estimated Start Date:	October 2025

First 5 Fresno County (F5FC) is seeking an Accounting & Business Operations Officer to spearhead accounting, fiscal and business-related tasks for the agency and for the small non-profit organization within it, the Lighthouse for Children, Inc., which furthers the mission of First 5 Fresno County. As with all F5FC positions, the Accounting & Business Operations Officer's role is intentionally designed to further our mission to create a seamless system of quality, accessible services that support the well-being of every child and family. We're looking for a thoughtful and enthusiastic candidate who has eagerness for learning, relationship-building and serving Fresno County, as well as experience with accounting, bookkeeping and hopefully internal operations.

The F5FC staff is a small team that stewards public dollars designed to support an optimal early childhood system of programs and services in Fresno County. We are just as invested in our contracts and advocacy for the importance of the first five years of life as we are in our people, our staff team. We know our overall success is a combined effort, and we strive to provide opportunities for our employees to learn, grow, have balance, and enjoy work together. We value relationships amongst our teammates and all those we interact with because relationships matter. Our goal is to foster a team environment where people show up as their whole selves because we value diversity and inclusion. Whatever your distinctive talent and skills are, you will enhance our team and our mission. No two career paths at F5FC are the same.

As an Accounting & Business Operations Officer, we expect the need for some on-the-job learning.

If the title seems intriguing, here are examples of some of the things we'll entrust you with:

F5FC's Accounting and Agency Operations:

- 1) Maintain and oversee accounting system (Blackbaud: Financial Edge 7 - NXT), ensuring proper recording and categorization of transactions, and overseeing related accounts;
- 2) Perform accounting tasks including AR- accounts receivable, AP- payments, expense reconciliation, other record keeping, and journal entries;
- 3) Generate, analyze and correct financial reports (Income Statement, Balance Sheet, General Ledger, Budget vs. Actual etc.) and support budget development and monitoring;
- 4) Monitor financial reporting requirements for external funding sources and ensure compliance with audit requirements and policies;
- 5) Conduct annual renewals of insurance plans (special liability, special property, workers' compensation) and handle claims in compliance with California law;
- 6) Act as lead on the annual agency audit including contract development and logistic planning with auditors, agency preparations and presenting the annual audit to the County Board of Supervisors;

Lighthouse for Children Inc., (LFC) Accounting and Entity Compliance:

- 7) Monitor financial performance against projections of the LFC and create/post transactions monthly;
- 8) Complete various reporting requirements (financial reports, annual budgets, audited financials) and collaborate with our contracted accounting firm to complete LFC's annual tax returns;
- 9) Actively manage donations, complete donation program reporting requirements as needed, etc.; and
- 10) Prepare fiscal transactions and reports (vendor payments, receivables, documents) ensuring 501(c)3 and Board compliance....*just to name a few.*

Want to know more? Keep reading! Other general responsibilities of this position include:

- To work closely with the entire F5FC team to understand the network of partners and services supporting Fresno County families.
- In partnership with colleagues and community members, participate in the planning, development and implementation of projects and/or initiatives focused on making it easier to raise a family in Fresno County.
- Participate in special projects as assigned, assuming responsibility for the end product.
- Attend Commission/Board and community meetings; support with Commission/Board meeting logistics; prepare and present agenda items as needed.

Some activities within the job description are subject to change based on the needs of agency work and priorities – all in the name of keeping it interesting.

Skills and Characteristics

We're looking for someone who...

- Approaches work and life with curiosity, cultural humility and finds joy in learning from and partnering with people with diverse life experiences and backgrounds different than their own.
- Is committed to investing in the lives of our community's most underserved children and families, including, but not limited to, addressing the systemic forces affecting our communities particularly around race and equity.
- Builds and thrives in positive relationships and collaborative spaces with colleagues and agency partners.
- Will reflect, learn and grow individually, and as part of a team.
- Has sound judgment and integrity.
- Is quick to take initiative, analyze situations and recommend solutions.
- Is well organized and can manage multiple, overlapping projects with unique tasks and timelines.
- Writes and communicates clearly with others.
- Learns quickly and thinks critically and creatively.
- Is ready and able to adapt to new conditions and changing assignments.
- Is self-motivated and able to work independently and with a team with minimal supervision.
- Has experience with the Microsoft Suite (Word, Excel, and PowerPoint), Adobe Acrobat, and computer usage.

Education/Experience

- Any combination of work experience, lived experience, education, and training that demonstrates the knowledge, skills and abilities listed previously.
- Experience with accounting in a nonprofit, private sector, or public entity preferred.

Benefits

- Medical Plan, Vision, and Dental coverage at 100% by the employer

- Health Savings and Dependent Care Accounts available
- Life Insurance Coverage
- 401(a) retirement plan- employer contributed (approx.) nine percent of salary
- Accrual of Paid Time Off every pay period
- Holidays (~ 14 per year)

More About First 5 Fresno County

At F5FC we believe children thrive when their families thrive. We invest in and partner with public, private and community-benefit agencies to strengthen our community's supports for families with young children. F5FC invests its dollars through contracts with local community benefit organizations (non-profits/501(c)3s) and public agencies that serve young children and their families. Find more information at www.first5fresno.org.

Other Requirements/Disclaimers

- Valid California Driver's License and auto liability insurance required.
- Ability to travel independently within Fresno County to attend meetings as needed (mileage reimbursed).
- Available to work before and after regular office hours (8 a.m. – 5 p.m.) on occasion, for meetings or to meet deadlines as needed.
- Must have the ability to work in a highly collaborative and diverse work environment.
- English proficiency is essential for the position. Any other language is welcomed.

Physical Requirements

While the following are typical physical requirements of this position, reasonable accommodations for individuals with disabilities may be requested and will be evaluated.

While performing these job duties, the employee is regularly required to stand/sit, move about, and perform clerical duties and keyboarding. The employee is occasionally required to reach; stoop and kneel. The employee must regularly lift and/or move up to 10 pounds and may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents. Acute hearing is necessary for telephone and in-person communication with callers and assisting staff, visitors, and vendors.

Working Conditions

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment and families visiting the Lighthouse for Children facility. Some travel may be required. We are a hybrid- and child-friendly workplace with our office located in downtown Fresno.

How to Apply

First 5 Fresno County is committed to recruiting and retaining staff with talent, skills, education and lived experiences reflective of the diversity of the families we represent in Fresno County. Along with your **résumé**, **submit a cover letter** detailing examples of why your experience, background and skills make you an ideal candidate and colleague for this role. Include **a list of two professional references (with contact information)** who can attest to your pertinent knowledge, skills, and experience for this position.

Submissions in response to this announcement must be sent via email to jobs@first5fresno.org or uploaded to our online submission portal (<https://first5fresno.org/about/#job-openings>) by the posted deadline. We can't wait to meet you!