



JOB TITLE: Finance and Operations Director

REPORTS TO: Executive Director

ABOUT ALL FIVE

All Five is committed to building an equitable society beginning with the first five years of life. We believe all families, no matter their background, should have access to high-quality early childhood education for their children in a nurturing and respectful learning community. All Five is expanding to serve a growing waitlist of children and their families with high-quality and socioeconomically diverse early childhood education. All Five is also dedicated to antiracist practices and diversity in education.

POSITION SUMMARY

The Finance and Operations Director is responsible for All Five's complex financial model and for all aspects of the schools' facility and daily operations. On the finance side, this role requires understanding, navigating, and managing public and private funding streams, operating within compliance frameworks, managing payroll through TriNet and billing through QuickBooks Online among other tasks. On the operations side, this role is responsible for foundational support to all staff so they can create an engaging learning environment for children and their families. The Finance and Operations Director provides key guidance, information, and support to all staff members. This position requires flexibility, detail orientation, and commitment to the mission of All Five.

RESPONSIBILITIES:

FINANCIAL MANAGEMENT

- Develop annual operating budget with Executive Director and Board Committee.
- Review, analyze and make recommendations on budgetary issues affecting fiscal operations to Executive Director and Board of Directors.
- Manage all revenues and expenditures through QuickBooks Online
- Provide monthly budget v. actuals for Executive Director.
- Provide tax preparation support to accountant.
- Provide quarterly financial reports to All Five Board of Directors; attend meetings.
- Provide documentation as needed for fundraising, development reporting, and NAEYC accreditation.

FEDERAL, STATE AND COUNTY COMPLIANCE

- Reporting, contracts, and reimbursement claims for all entities below.
- Agency accountability.
 - San Mateo County Office of Education (SMCOE)
 - California Department Social Services (CDSS)
 - Child Care Coordinating Council (4Cs), Choices for Children (C4Cs)
 - Child and Adult Care Food Program (CACFP)
 - Other government agencies as needed

HUMAN RESOURCES

- TriNet management
 - Payroll, benefits, and human resources administration in coordination with Education Director.



FACILITIES and ORGANIZATIONAL MANAGEMENT

- Insurance, Lease, Fire compliance
- Cleaning & Janitorial Services
- Technical – Microsoft 365 and One Drive (Calendars/Email/files management)
- Equipment - Educational/Operational
- Guide consistency and continuity in program-wide procedures.

The critical features of this role are described above but are not all-encompassing.

QUALIFICATIONS REQUIREMENTS (Knowledge, Skills, Abilities)

- QuickBooks Online experience and proficiency.
- TriNet experience preferred.
- Microsoft OneDrive and Microsoft Office experience preferred.
- Dependable, prompt, and detail oriented.
- Proactive and collaborative in problem-solving.
- Demonstrate emotional stability in the workplace.
- Work cooperatively as a team member.
- Show respect for all staff, families, and children.
- Exhibit positive approach to challenges.
- Continually be able to work in front of a computer in an open office.
- Continually be able to handle the noise of children.
- Communicate clearly and calmly with staff, families, and, on occasion, children.

EDUCATION/CERTIFICATION REQUIREMENTS

- Bachelor's Degree in any discipline, HR or finance-related preferred.
- Demonstrated experience exercising independent judgement and initiative in forecasting, planning, and directing/managing the fiscal operations.
- Successfully pass TB test or screening and complete/pass fingerprint screening.
- Provide vaccination information for all communicable diseases, including COVID-19.

A PLUS IF...

- You are bilingual in Spanish and English.
- You have experience working in education.
- You have experience working with families of diverse socioeconomic backgrounds.

COMPENSATION:

All Five pay and benefits are more generous than typical community ECE organizations on the Peninsula and in San Mateo County. Benefits include paid healthcare through the TriNet platform including Kaiser and other options, annual paid time off in addition to holidays and vacation periods. Details are available by request.

While housing is not guaranteed, All Five is located proximate to several new apartment communities that participate in workforce housing programs.

HOW TO APPLY:

Please submit your resume and a brief cover letter to talent@allfive.org