



Job Description: Finance & Operations Director Revised Date: January 2026

Department: Administrative

FLSA Status: Exempt, Full Time

Reports To: CEO & President

Location: Hybrid (Price Building in City Heights / Remote Flexibility)

JOIN AN INNOVATIVE, EVIDENCE-BASED ORGANIZATION THAT MAKES A POSITIVE LONG-TERM IMPACT ON CHILDREN'S LIVES.

Big Brothers Big Sisters of San Diego County (BBBS of SDC) has been serving the community for 65 years. Our mission is to create and support mentoring relationships that ignite the power and promise of youth. Matching each child with a caring mentor, developing positive relationships that have a direct and lasting effect on the lives of young people, volunteers and our broader community.

#### **JOB SUMMARY:**

As a key member of the Senior Leadership Team, this position is responsible for the financial health and human capital strategy of Big Brothers Big Sisters of San Diego County. The primary goal is to advance the agency's mission by ensuring fiscal integrity, robust HR management, and streamlined internal operations. This leader serves as a strategic partner to the CEO, providing the financial insights and organizational infrastructure necessary to sustain high-impact programming.

#### **The Impact**

This is a tremendous opportunity for a finance and HR professional to maximize the internal capacity of a well-respected organization. By strengthening our financial systems and investing in our people, this leader will play a critical role in scaling our impact for the youth of San Diego County. You aren't just managing a budget; you are building the foundation that allows more children to be matched with life-changing mentors.

#### **Key Responsibilities**

**Financial Stewardship:** Oversee and track agency budgets, manage complex grant/contract financial reporting, and lead the annual audit process.

**Human Resources & Culture:** Oversee recruitment, benefits administration, and performance management to foster a high performing, supported workforce.

**Infrastructure & Innovation:** Ensure agency goals are met through high-level oversight of facilities, office and Agency equipment, as well as administrative compliance protocols in place and practiced.

## **DETAILED RESPONSIBILITIES**

### **Financial Leadership & Strategy**

- **Budgeting:** Develop annual budgets in collaboration with the CEO, Board Finance Committee and Agency Directors; develop department, program, and grant specific budgets.
- **Reporting:** Produce monthly financial packages (Budget vs. Actual, YTD, and Cash Flow) for Board level oversight; work with the accounting team to maintain clean bookkeeping and reporting accuracy.
- **Cash Management:** Monitor and forecast cash flow to support operational requirements and ensure prudent management of all resources.
- **Internal Controls:** Maintain and improve the finance policy manual; ensure all Admin/ Payables/ Receivables are monitored for timeliness and accuracy.
- **Audit & Compliance:** Lead the annual audit and 990 completion; manage grant performance to

ensure total compliance with all funding resources (including federal and municipal government grants).



## Human Resources & Administration

- Staffing Strategy: Develop and maintain a comprehensive staffing plan, including wage/benefit administration, recruitment, onboarding and professional development.
- Market Competitiveness: Oversee a comprehensive market review a minimum of every three years to ensure salaries and benefits remain competitive, coordinating with outside consultants as needed. •  
Culture & Performance: Lead the annual review process, support the Staff Recognition Committee, oversee all required staff training and compliance tracking, and collaborate with the Leadership Team to foster a collaborative, solutions-based environment.
- Benefits & Payroll: Direct annual benefits renewals and 403(b) matching programs; work with accounting staff to ensure payroll is executed with 100% accuracy and timeliness.
- Systems: Ensure QuickBooks Online, BambooHR, and other digital tools are operating effectively; manage contract services.

## Board Management & Governance

- Board Support: Draft Executive and Full Board agendas with CEO/Board Chair; oversee the capture and ratification of meeting minutes and annual resolutions, ensuring proper voting, approvals and long-term documentation.
- Committee Leadership: Provide strategic support to the Board Finance, Audit, Strategic Planning, and Risk Committees.
- Compliance: Assure Board Compliance and updates/approvals of all policies/procedures

## QUALIFICATIONS & ATTRIBUTES

### Education & Tenure:

- Required: Bachelor's degree in Finance, Accounting, or Business; proficiency with QuickBooks Online; Preferred: MBA, CPA, or related advanced degree.
- Experience: 7–10 years of overall professional experience, with at least 6 years in a broad financial and HR management role.

### Core Competencies:

- Mission-Driven: A passion for youth mentorship and social impact.
- Executive Responsibility: Experience holding final responsibility for the quality and content of all financial data, reporting, and audit coordination for an entire organization, division, or significant program area.
- HR Leadership: Proven management experience with direct oversight of human resources functions, including recruitment, benefits, and performance management.
- Nonprofit Expertise: Strong background in nonprofit fund accounting, grant compliance, and federal/state reporting requirements.
- Operational Excellence: Highly organized with a meticulous attention to detail; a self-starter who is results and outcome-oriented.
- Service Mindset: A strong customer/client focus with an approachable demeanor, capable of building rapport across multicultural environments.
- Strategic Collaboration: Ability to translate complex financial concepts to programmatic and fundraising colleagues to drive collaborative decision-making.

- Technology Savvy: Expert-level experience with QuickBooks Online and HRIS platforms; track record of overseeing vendor relationships.
- Adaptable: A multi-tasker comfortable wearing "many hats" in a fast-paced, results-oriented environment.



## TOTAL REWARDS & ENVIRONMENT

### COMPENSATION & SALARY

Salary Range: \$95,000 – \$110,000 annually. Compensation is commensurate with the candidate's specific experience, certifications (CPA/MBA), and depth of nonprofit leadership expertise.

### What We Offer:

- Wellness: Robust Medical, Dental, and Vision coverage; Life and AD&D insurance (employer-paid); and Flexible Spending Accounts (FSA).
- Time Off: Accrued vacation and sick leave, plus 12 observed holidays and one floating holiday annually.
- Financial: 403(b) Retirement Plan with employer matching and mileage reimbursement. •
- Purpose-Led Culture: Rewarding, mission-based work in a supportive and inclusive team environment.

### Work Environment & Physical Demands:

- Hybrid Model: Primarily based in our City Heights office with flexibility for remote work; occasional travel required.
- Requirements: Extensive use of a computer and digital collaboration tools; ability to remain in a stationary position for extended periods during focused work or meetings. Flexibility to work occasional weekends.

### HOW TO APPLY (Resume & Cover Letter)

All interested applicants must submit both a COVER LETTER and RESUME to [TinaR@sdbigs.org](mailto:TinaR@sdbigs.org). NO phone calls, please.

BBBS of SDC promotes a culture of inclusion and seeks talented staff from diverse backgrounds. BBBS of SDC does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, veteran status or any other legally protected factor.'