



California Labor Federation, AFL-CIO – Job Announcement

DIRECTOR OF FINANCE AND ADMINISTRATION

[California Labor Federation](#) seeks an experienced, management executive to serve as Director of Finance and Administration of a statewide, progressive advocacy organization with under 30 employees. This is a full-time exempt, confidential position reporting to the Executive Secretary-Treasurer of the Federation and is based in Sacramento, CA. Preference will be given to candidates who have experience managing a unionized workforce.

POSITION DESCRIPTION

The Director of Finance and Administration reports directly to the Executive Secretary-Treasurer (the organization's Chief Executive Officer) and is responsible for executing the Federation's human resource operations, financial management, legal compliance and reporting.

DUTIES & RESPONSIBILITIES

Financial Management

- With the Executive Secretary-Treasurer, develop the annual operating budget
- Work with accounting staff to produce monthly financial statements
- Analyze and advise on income and expense trends and cash flow projections
- Manage cash and review bank account reconciliations monthly
- Establish, improve, and monitor internal controls
- Work with accounting staff to troubleshoot complex bookkeeping issues and technical problems in accounting software and data
- Monitor and improve systems for accounts payable and accounts receivable, including monitoring of affiliate dues
- Serve as primary contact with independent auditors on all accounting and tax matters
- Maintain adequate systems for preparing all delegate and per-capita apportionment
- Maintain leases and contracts for the Federation

Human Resources Administration & Personnel Management

- Ensure payroll and benefits are properly distributed and recorded
- Maintain adequate systems for personnel administration, including for onboarding new employees, record keeping, legal reporting, time-tracking, and management of employee pension and health benefits
- Work with Chief of Staff to ensure compliance with collective bargaining agreements (CBAs) and administer the CBAs in a consistent manner
- Develop and execute standardized personnel policies consistent with the CBAs
- Assist the Executive Secretary-Treasurer in fulfilling obligations of the Federation's pension trust and its Foundation in setting annual meetings and maintaining their legal and financial records

Legal Compliance & Political Reporting

- Oversee all tax and reporting obligations for the federation and its 501(c)(3)
- Implement systems for complying with state and federal laws regarding campaign finance and lobbying activities
- Work with the General Counsel to ensure Federation compliance with all other state and federal laws and grant obligations

REQUIRED KNOWLEDGE AND EXPERIENCE

- 5 to 10+ years of experience in human resource administration and financial management
- Experience working in a unionized work environment, or working knowledge of collective bargaining agreements administration is strongly preferred
- Familiarity with SAGE 100 or QuickBooks
- Excellent understanding and knowledge of human resources systems and procedures
- Experience with state and federal campaign-finance disclosure
- Familiarity or experience with reporting for state, federal and foundation grants
- Demonstrated competence in supervision of a team
- Excellent communication skills, including the ability to work well with others in a demanding, deadline-driven, and constantly changing environment

SALARY AND BENEFITS

\$130,000+, dependent on experience, with a competitive benefits package including employer-paid health care, dental and vision insurance and a defined benefit pension plan.

WORK ENVIRONMENT

Job duties are expected to be performed in the Federation's headquarters office in Sacramento, CA.

TO APPLY

Please send a cover letter, resume, and 3 references to Chief of Staff Shubhangi Domokos at Shubhangi@calaborfed.org with the subject line: "Application for Director of Finance and Administration Position".

Equal Opportunity Employer

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