



OAKLAND PARKS AND RECREATION FOUNDATION

Finance Director

Full-time, Exempt, Hybrid (Local)

Salary Range: \$115,000 - \$120,000

About Us:

Founded in 1981, the Oakland Parks and Recreation Foundation (OPRF) partners with local communities and neighbors, civic and cultural leaders, donors, and the City of Oakland to support city parks and expand recreational opportunities citywide. OPRF works across four key program areas to support Oakland's parks, recreation, and public culture: public/private partnerships, fiscal sponsorship, advocacy, and scholarships.

Job Summary:

We are currently seeking a seasoned finance professional to assume the critical role of Finance Director. In this position, you will play a pivotal role in overseeing financial operations, grant management, and reporting functions.

Responsibilities:

- **Financial Management:**
 - Oversee day-to-day financial operations, including accounts payable, accounts receivable, and general ledger activities.
 - Implement and maintain efficient systems for processing a high volume of transactions accurately with a high focus on our Fiscal Sponsorship Program.
 - Manage and collaborate with the Bookkeeper to ensure accurate and timely financial record-keeping.
- **Grant Oversight and Management:**
 - Manage the entire grant financial lifecycle, from identification and application to compliance and reporting.
 - Develop and nurture relationships with grantors and Fiscal Sponsor Clients ensuring alignment with organizational goals.
- **Budgeting and Forecasting:**
 - Collaborate in the annual budgeting process, working closely with the CEO to develop realistic and achievable financial plans.
 - Utilize forecasting models to project financial performance and identify potential areas for improvement or cost-saving measures.



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- **Financial Reporting:**
 - Prepare and present comprehensive financial reports to the executive team and board of directors.
 - Interpret financial data to provide strategic insights and recommendations for decision-making.
- **Invoicing and Revenue:**
 - Manage invoicing processes, ensuring accurate and timely billing for services and grants.
 - Implement best practices for revenue recognition and monitor cash flow to support ongoing operations.
- **Compliance and Risk Management:**
 - Stay abreast of regulatory changes and ensure the organization's financial practices comply with relevant laws and regulations.
 - Identify and mitigate financial risks through effective risk management strategies.
 - Encourage the adoption of Financial Guidelines for all OPRF programs.
- **Treasury:**
 - Hold responsibility for the company's balance sheet and cash management.
 - Oversee bank accounts and banking relationships.
- **Technology Integration:**
 - Evaluate, implement, and optimize financial software solutions to streamline processes and enhance accuracy.
 - Train staff and Fiscal Sponsor clients on the use of financial tools and systems.
- **Collaboration and Communication:**
 - Collaborate with program managers and department heads to understand and support their financial needs.
 - Communicate financial information effectively to non-financial stakeholders, fostering a shared understanding of the organization's financial health.

Qualifications/Requirements:

- Bachelor's degree in Finance, Accounting, or a related field
- Proven experience minimum 3+ years in financial management within a non-profit setting.
- Familiarity with non-profit accounting standards and regulations.
- Strong proficiency in financial software (Quickbooks) and advanced Excel skills.
- Excellent written and verbal communication skills.



OAKLAND PARKS AND RECREATION FOUNDATION

Oakland Parks and Recreation Foundation (OPRF) is committed to fostering an inclusive and diverse workplace. We welcome and encourage applications from candidates with diverse backgrounds, experiences, and perspectives. As an equal opportunity employer, we will consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other legally protected status.

If you are interested in being considered for the position, please send a cover letter and resume via our [Application Link HERE](#).