



Cope Family Center

Job Title: Accounting & Finance Manager
Program: Finance and Administration
Status: Full time, Salaried, Exempt, Benefited
Pay Range: \$85,000 – \$95,000 depending on qualifications and experience
Reports to: Executive Director

Organization Overview

Cope Family Center, a non-profit agency located in Napa, helps parents manage stressful situations and challenging life events so they can give their children a brighter future. Our mission is to empower parents, nurture children and strengthen communities. We prevent child abuse and support families through our evidence-based programs.

Job Summary

The Accounting & Finance Manager is responsible for overseeing the day-to-day financial operations of Cope Family Center while supporting higher-level financial planning, reporting, and compliance. This position manages accounting functions, ensures accurate financial reporting, and helps maintain strong financial systems that support the organization's mission and long-term sustainability.

The Accounting & Finance Manager works closely with the Executive Director, oversees the Accounting Clerk and may collaborate with an external finance consultant or fractional CFO to support budgeting, audit preparation, and board-level financial reporting. This role requires both strong technical accounting skills and the ability to contribute to organizational financial planning.

This is a hands-on position with opportunities for increasing leadership responsibility as the organization grows.

Key Responsibilities

Financial Operations & Reporting

- Oversee all day-to-day accounting functions including accounts payable, accounts receivable, payroll allocations, and general ledger maintenance
- Maintain accurate financial records in accordance with GAAP and nonprofit fund accounting standards
- Perform monthly reconciliations and manage the monthly close process
- Ensure proper tracking of restricted funds, grants, and contracts
- Maintain accounting systems and financial documentation

- Assist with financial forecasting and cash flow monitoring
- Prepare monthly financial statements, budget-to-actual reports, forecasts, and financial analyses for leadership, program managers and Board of Finance Committee.

Budgeting, Grants & Compliance

- Oversee organizational and program budgeting, monitor budget performance, and variances, and assist with financial planning in collaboration with leadership and external finance partners.
- Track grant expenditures and ensure compliance with funding requirements
- Prepare financial reports for funders
- Coordinate invoicing and contract billing
- Maintain documentation required for audits and grant reporting
- Coordinate preparation for the annual audit
- Serve as primary contact for auditors for day-to-day documentation requests
- Assist with preparation of IRS Form 990
- Maintain strong internal financial controls and accounting procedures
- Ensure compliance with nonprofit accounting standards and agency policies

Systems & Process Improvement

- Maintain and improve financial systems, policies, and procedures
- Ensure accurate use of accounting software (MIP Fund Accounting preferred)
- Identify opportunities to improve efficiency, reporting, and internal controls
- Support organization-wide understanding of financial processes

Leadership & Collaboration

- Work closely with the Executive Director on financial operations and planning
- Participate as a member of Cope Family Center's Leadership Team
- Collaborate with program staff to support responsible budget management
- May supervise accounting staff, contractors, or consultants

Qualifications

- Bachelor's degree in accounting, Finance, Business, or related field required
- Minimum 5–7 years of accounting or finance experience, preferably in nonprofit organizations
- Experience with nonprofit fund accounting and grant management strongly preferred
- Experience supporting audits and financial reporting
- Strong knowledge of GAAP and nonprofit accounting practices
- Experience with MIP Fund Accounting or similar accounting software preferred
- Advanced Excel skills required
- Experience with payroll systems and grant tracking a plus
- Strong analytical, organizational, and problem-solving skills with the ability to manage multiple priorities and deadlines
- Ability to communicate financial information to non-financial staff
- High level of integrity and commitment to confidentiality
- Commitment to the mission of Cope Family Center

- Ability to travel locally for occasional work-related meetings, training, outreach events and other agency activities. If driving on behalf of the organization, a valid driver's license and proof of insurance are required.
- Employment is contingent upon successful completion of all legally required background and fingerprint clearances, consistent with applicable federal and California law.

Please Note: This job description is intended to describe the general nature and level of work performed and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties may change based on organizational needs.

Compensation & Benefits

- **Salary Range** \$85,000 – \$95,000, depending on experience and qualifications
- Comprehensive benefits package including health coverage, retirement options, PTO, and holidays
- Opportunity to work in a collaborative, mission-driven, and values -aligned environment

If you are interested in this opportunity, please submit your resume and cover letter to Jessica Flores:
jflores@copefamilycenter.org

Equal Employment Opportunity

Cope Family Center is an equal opportunity employer and is committed to creating an inclusive workplace. We prohibit discrimination and harassment on the basis of any characteristic protected by federal, state or local law, including race, color, religion, sex, gender identity, or expression, sexual orientation, national origin, ancestry, age, disability, medical condition, genetic information, marital status, military or veteran status, or any protected status.