

Director of Finance & Analytics

The California Prune Board (CPB), an agricultural marketing board, is seeking a Director of Finance & Analytics to join our small, dynamic, entrepreneurial team. The Director of Finance & Analytics will oversee the financial functions of the organization and collect, analyze, forecast, and report on various industry statistical data. The position reports to the Executive Director and entails a high degree of analysis, sound judgement, and responsibility.

RESPONSIBILITIES:

- Review, reconcile and monitor the operation of accounting functions including accounts payable, accounts receivable, payroll and tax reports, benefit accruals and fixed assets.
- Reconcile general ledger accounts, prepare adjusting journal entries and scan all entries for reasonableness.
- Implement and monitor accounting policies, procedures, and internal controls to ensure accuracy and efficiency.
- Oversee bank and investment accounts.
- Prepare quarterly and annual financial statements. Forecast revenues, expenses and cash flow.
- Prepare financial reports and presents them to the Executive Director and Board of Directors.
- Prepare annual operating and capital budgets in collaboration with the Executive Director and staff.
- Process payroll according to state and federal law and provide assistance to employees regarding payroll questions.
- Prepare quarterly tax returns and other reports required by state and federal agencies.
- Review and maintain business insurance and other vendor contracts.
- Coordinate and lead the annual audit, liaise with external auditors and the Audit Committee. Ensure that all the financials conform to GAAP.
- Assist in the preparation of annual federal grant applications.
- Maintain fiscal accountability and ensure compliance with federal grants.
- Collect and analyze industry data and prepare reports for internal use and industry dissemination.
- Assist the Executive Director on HR matters related to required reporting and employee benefits.
- Supervise a part-time Bookkeeper in support of financial functions.



QUALIFICATIONS:

- Bachelor's degree in accounting is required (CPA preferred)
- 5+ years of relevant accounting work experience is required
- Mix of public and private experience is a plus
- Experience with trend analysis and forecasting preferred
- Excellent written/verbal communication and organizational skills
- Experience with Sage 50 (Peachtree) is preferred
- Proficient use and experience in Microsoft Office programs including Excel, Word, and PowerPoint (Access a plus)

LOCATION:

Office is located in Roseville, California

EMPLOYMENT TYPE:

Full-time exempt

COMPENSATION:

DOE

BENEFITS:

- Employer-paid premiums for medical, dental, vision and life insurance
- Generous employer-funded retirement plan
- 12 paid holidays
- Vacation and sick leave
- Cell phone plan stipend
- Professional development opportunities
- Openness to flexible work hours to accommodate personal obligations

HOW TO APPLY:

Submit your resume with a cover letter to jruggles@californiaprunes.org by April 15, 2024.

ABOUT US:

The California Prune Board was established in 1952 to represent growers and handlers under the authority of the California Secretary of Food and Agriculture. California is the world's largest producer of prunes with

orchards across 12 counties in the Sacramento and San Joaquin valleys. Promoting a lifetime of wellness through the enjoyment of California Prunes, the organization leads the premium prune category with generations of craftsmanship supported by California’s leading food safety and sustainability standards.

We strive to create an enjoyable, mission-centric environment of continuous improvement between staff and our grower and handler stakeholders.

For more information, visit: californiaprunes.org

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the CPB is prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity (not all bases apply to all programs).