

## **First 5 Monterey County Controller**

### **First 5 Monterey County**

First 5 Monterey County (F5MC), also known as the Monterey County Children and Families Commission, was established as a public agency in 1999 by the Monterey County Board of Supervisors to promote and implement requirements of the Children and Families Commission Act of 1998 (commonly known as Proposition 10). The passage of Proposition 10 has led to an unprecedented investment in children throughout California, as the goal is to create and implement a comprehensive, integrated system of information and services to promote, support and optimize early childhood development from the prenatal stage through five years of age. Prop 10 levied a 50-cent per pack tax on tobacco products. Twenty percent of the revenue is distributed to the state Commission and 80 percent of the revenue is distributed to the county commissions based upon births.

The F5MC Commission is charged with ensuring that Prop 10 revenues are directed toward programs that will make a difference in the lives of children and their families living in Monterey County. Funding priorities are decided locally with direct input from community organizations and community members. Since its inception, F5MC has invested more than \$81 million and has served more than 400,000 community members.

F5MC operates under the Mission, *“To serve as a catalyst to create sustainable change in systems, policies and practices that enrich the development of children in their First 5 years of life.”* In supporting its Vision Statement that *“all children reach their full potential in a family and community that values and respects childhood,”* F5MC invests over \$5 million annually towards services, programs, and education for children, parents, providers and community members. Please see the F5MC website ([www.first5monterey.org](http://www.first5monterey.org)) for information on programmatic focus.

The F5MC organizational structure consists of an Executive Director, six Programs/Evaluation and Functional Managers/Officers, an Administrative Manager, and three support personnel. The staff of 11 employees operates in a cohesive, team oriented fashion and are committed to the Mission of F5MC. The wide and extensive array of services and programs supported by the Commission requires a high level of commitment, passion, hard work and a willingness to operate in a hands-on fashion.

### **The Position and the Ideal Candidate**

The position of Controller reports to the Executive Director and enjoys a challenging, multifaceted and crucial role within First 5. The position has overall responsibility for a wide range of activities including accounting, financial planning, budget development and administration, agency operations, IT, personnel administration, and strategic planning. As the



Executive Director is frequently conducting business off-site, this role also serves as Chief Operating Officer and chief contracts administrator with management responsibility for executing and monitoring all contracts and professional service agreements authorized by the Commission. This position directly supervises the Finance Assistant. A progressive leadership style and positive interpersonal style that is open, grounded and communicative with a sense of humor will also be important in this role.

Among the unique challenges associated with this role is the importance of balancing the significant compliance regulations, while ensuring those policies do not impede service delivery or the progress of essential programs. Related to this is the requirement to evaluate and measure service partners to accommodate state mandated financial audits. Another key priority area will be the update and implementation of a Strategic Planning process as part of the long term Financial Plan for the Agency.

As First 5 is a small hands-on operation, this role must successfully address complex organizational and personnel issues as well as day-to-day transactional activities. A strong understanding of governmental accounting including GAAP, audits, operational and grant budgets will be essential in this role. The desired experience would include at least 5 years accounting background (CPA preferred) with knowledge in at least three of the following areas: accounting, budget development and monitoring, personnel and office administration, fiscal management or facilities management. Experience working with foundations or government funders and familiarity with grant funding along with a BS/BA degree is highly desired.

## **Compensation and Benefits**

First 5 Monterey County offers an attractive compensation and benefits package. The salary range for this position is \$73,000 - \$93,372 annually, DOQ. The excellent benefits package includes Medical, Dental, Vision, company paid life insurance, generous vacation policy, and an attractive retirement plan that includes an employer contribution.

## **To Apply**

If you are interested in applying for this exciting career opportunity, please forward a letter of interest, your resume with current salary and five work-related references (who will not be contacted until mutual interest is established) to the attention of:

Paul Kimura or Cris Piasecki  
Avery Associates  
3-½ N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net) (electronic submission is preferred)



This recruitment will remain open until the position is filled. However, we are anticipating a high level of interest and will conduct a first review of resumes no later than August 29, 2014. Should we receive sufficient interest by that date, the recruitment-filing period will close and formal interviews with selected applicants will commence.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or by email: [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Cris Piasecki at 408-234-2025 or [crisp@averyassoc.net](mailto:crisp@averyassoc.net).

