



Action Council Of Monterey County, Inc.

Job Title: Finance Director	Commitment: Full-time, In-Person
Internal Classification: Director	FLSA: Salary, Exempt
Program: Administrative Team	Salary Range: \$125,000 - \$140,000 annually (DOE)
Reports to: Executive Director	Revision date: July 2026

About Action Council

Created in 1994 to address unmet needs of low-income residents due to welfare reform, Action Council of Monterey County has since evolved into a hub for social innovation, incubation, and cross-sector collaboration. Action's mission is to empower people to transform their communities by incubating leaders, ideas, organizations, and collaborative action. Action has incubated Building Healthy Communities (BHCMC), Mujeres en Acción, and other grassroots organizations. This role presupposes a strong commitment to working with funders, policy makers and the community to facilitate change on critical issues.

Building Healthy Communities Monterey County (BHCMC) engages and develops community leadership to achieve equitable outcomes in health, education, and economic opportunity. Coordinated through Action Teams, BHCMC works towards policy and systems change grounded in a healing-informed racial justice framework.

The values of the organization include: Resident-centered / Resident voice, Power-building, Equity, Compassion, Healing, Dignity, Authenticity, Love, Unity, Solidarity, Justice, Affirmation, Inclusion, and People matter and are valued.

Position Overview

The Finance Director will serve as the senior financial leader at Action Council of Monterey County, providing strategic oversight and management of all financial activities. This role works closely with the Executive Director and Board Treasurer to ensure fiscal health, compliance, and sustainability. The Finance Director leads the finance team, coordinates audits, manages budgets and forecasting, and supports financial planning across the organization and its fiscally sponsored groups. The Finance Director also supports the Administrative Manager who is in charge of HR. Support includes all human resources and administration functions.

Key Responsibilities

- Lead the development of annual budgets and multi-year financial planning.
- Oversee grant and contract compliance, invoicing, and financial reporting.
- Ensure accurate, timely preparation of monthly and quarterly financial statements.
- Serve as the staff lead for annual audit and liaison to the Board of Directors' Audit Committee and Finance Committee.
- Support Board financial literacy by preparing clear, accessible financial reports and presentations for Board and committee meetings. Contribute to finance training and education efforts that strengthen Board capacity for fiscal oversight and strategic decision-making.
- Develop and maintain financial policies, internal controls, and compliance systems.
- Partner with program leads and ED to support program budgeting and fund development.
- Provide financial oversight for the organization's fiscally sponsored groups (FSGs), including fund tracking, fee structure administration, financial reporting to FSG leaders, and compliance monitoring across the portfolio of organizations. Support implementation of FSG strategy, including onboarding new groups, managing MOU-related financial terms, and coordinating transitions for exiting groups
- Partner with the ED and Fund Development Manager on grant budgeting, financial projections, and revenue modeling to support fundraising strategy and revenue diversification goals. Provide financial analysis to inform proposals, funder reports, and earned revenue planning.
- Oversee the work of the Full Charge Bookkeeper in terms of ledger, payroll, invoices, and other entries into the Quickbooks system.
- Maintain working proficiency in general journal entries, account reconciliation, and QuickBooks functions to ensure hands-on capacity for detailed financial tasks and effective oversight of bookkeeping operations.
- Oversee all human resources and administration functions, including professional development, compensation and benefits, performance evaluation, training, and recruiting
- Supervise and mentor the HR staff, providing strategic guidance and support for their professional development

Specific Responsibilities of the Job

- Guide financial decisions in collaboration with the ED by monitoring and enforcing financial policies.
- Protect organizational assets by establishing, monitoring, and enforcing internal controls.
- Oversee accounting systems including accounts payable/receivable, general ledger, and payroll functions.
- Demonstrate working proficiency in general journal entries and account reconciliation, with the ability to perform detailed bookkeeping functions as needed.

- Develop and manage the annual organizational budget in collaboration with ED and senior leadership.
- Prepare monthly and quarterly financial statements and dashboards for internal and board review.
- Coordinate annual audit process and ensure implementation of recommendations.
- Maintain compliance with federal, state, and funder regulations.
- Lead grants and contract management to ensure proper allocation and reporting of restricted funds.
- Collaborate with fund development staff to produce financial documentation for funders.
- Establish clear expectations and hold the HR staff accountable for meeting deadlines and deliverables
- Support in designing and implementing training program that educates employees on organizational tools, policies, and procedures

Qualifications

- Bachelor's degree in Finance, Accounting, or Business Administration is highly preferred
- A CPA, CMA, or Master's degree (MBA/MPA) preferred
- Minimum of 7 years of progressive finance and accounting experience, with at least 3 years in a leadership role.
- Experience in nonprofit financial management required, including fund accounting and compliance.
- Strong knowledge of GAAP, nonprofit audit practices, and internal control systems.
- Experience managing government and foundation grants
- Experience with fiscal sponsorship or multi-entity fund accounting is preferred
- Demonstrated ability to communicate financial information to non-financial stakeholders.
- Proficiency with QuickBooks, Microsoft Excel, and Google Workspace
- Commitment to the mission and values of Action Council and BHCMC, including equity, justice, and community power

Supervisory Responsibility

This position is responsible for daily supervision of the Full Charge Bookkeeper and the Administrative Manager.

Work Environment and Position Type

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

This is a full-time, in-person role based in Salinas, with typical hours Monday through Friday, 8:30 a.m. to 5:00 p.m. Occasional evening or weekend work may be required. Our office is located in downtown Salinas.

Benefits

Benefits include Medical, Dental, Vision and 403(b). We also provide competitive vacation, and sick leave. We value the well-being and health of our employees, which is why our benefits package also includes two yearly office closures of the organization mid-year and at the end of the year that will be considered paid holiday time off. Benefits are available when an employee completes the introductory period and meets eligibility.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The role frequently involves using hands to handle or operate objects or tools. The employee may occasionally be required to stand, walk, or lift/move objects up to 25 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

How to Apply: Please fill out [this application form](#), and send your resume along with 2–3 professional references to HR@actioncouncil.org. *Only complete applications will be considered.* Feel free to reach out to Naomy Bolanos, HR@actioncouncil.org if you have any questions.

Deadline to Apply: We will accept applications until **5 p.m. PT on Friday, August 14, 2026**, with priority screening beginning August 3rd, 2026. The position is open until filled.

Action Council of Monterey County is an Equal Opportunity Employer. *We are committed to building a diverse and inclusive team and strongly encourage applications from people of color, women, LGBTQ+ individuals, people with disabilities, and members of other historically marginalized communities. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or any other protected characteristic as established by law. If you are selected for an interview and require accommodations, or if you have any questions about accessibility or the hiring process, please contact HR@actioncouncil.org.*