

Finance Manager

Classification: Full-Time, Exempt (Salaried) — not eligible for overtime under California and federal law

Pay Scale: \$80,000 – \$104,382 annually (depending on experience and qualifications)

About Our Foundation

Kern Community Foundation is a vibrant nonprofit enterprise created by and for the people of Kern County. Our mission is powerfully simple — we are growing community and growing philanthropy. Through the generosity of individuals, families, and corporations, the Foundation connects donors to the causes and organizations that strengthen our region. More information is available at www.kernfoundation.org.

Position Description

The Finance Manager reports to the President and CEO and plays a key role in Kern Community Foundation's financial stability by managing all financial accounting and budgetary administration for the organization, its supporting organizations, and affiliates. This role contributes to the Foundation's operations and infrastructure by managing relationships with the agency's financial institutions, consultants, and vendors, and by overseeing personnel and benefits administration. The Finance Manager also supports asset growth and donor services by assisting with the oversight and monitoring of the Foundation's investment accounts and asset management activities, and by supporting the Foundation's information technology and enterprise database.

Finance and Accounting

- Manage accurate and timely financial records, including accounting, related taxes and benefits, insurance, charitable gifts, grants, earnings and investments, and reconciliation of accounts.
- Support the HR Manager with bi-weekly payroll processing needs.
- Manage gift entry, gift acknowledgement, and grant transactions, including due diligence of donor grant recommendations and audit confirmations for agency funds.
- Ensure all necessary internal accounting controls are in place and develop accounting policies and procedures accordingly.
- Manage annual budget development and oversight; manage production of monthly, quarterly, and annual financial reports and communicate financial information on a timely basis.
- Manage annual audit and financial reporting to state and federal agencies, including tax returns and state charitable agency registration.
- Serve as primary staff liaison to the Foundation's Audit and Finance Committee, maintaining a regular schedule of meetings and materials and communicating with the CEO regarding necessary agenda items for committee approval.
- Assist with monitoring investment account activity and performance, and support the CEO and Investment/Finance Committee with asset management oversight, reporting, and coordination with investment consultants and managers.

Operations and Infrastructure

- Maintain FIMS data integrity for donors, agencies, affiliations, and associations, including fund files, mailing lists, and grants modules, and assist other staff with FIMS use and data extraction as needed.
- Manage non-monetary assets such as property, equipment, contracts, and facilities.

- Oversee KCF office equipment and information technology systems, including basic data security, purchasing, and updates as needed.
- Maintain and conduct annual reviews of insurance policies and risk management.
- Manage the process for maintaining national standards certification for KCF.

Fund Administration and Donor Services

- Support the process for all new fund orientations, including identification of philanthropic priorities and grantmaking plans for donor-advised funds.
- Manage the process for preparation and distribution of quarterly donor statements and enrollment in DonorCentral.
- Support the process for offering and conducting annual Charitable Investment Review consultations for all funds.
- Act as a staff contact for donor-advised funds, overseeing grant recommendations and communications between grantees and donors, and managing grant check processing.

Position Requirements

- Thorough understanding of and commitment to the mission and services of Kern Community Foundation.
- At least five years of experience in financial accounting and administration.
- Evidence of professional achievement and success in delivering results, including a demonstrated capacity to take initiative and work independently.
- Experience working effectively with nonprofit boards, volunteers, and committees.
- Strong oral and written communication skills, including the ability to translate financial terms for non-financial audiences.
- Excellent interpersonal skills, including the ability and desire to work as a member of a team.
- Technology proficiency, including competency with email and web-based business applications, and the ability to learn and utilize the Foundation's enterprise information management system for accounting and fund administration purposes.
- Knowledge of investment accounts and asset management principles, with the ability to assist in monitoring investment performance and supporting the Foundation's asset management activities.
- Bachelor's degree in a related field, or an equivalent combination of education and professional experience; and a valid California driver's license.
- Knowledge of Kern County's nonprofit sector and philanthropic community preferred.

Equal Employment Opportunity & Other Notices

Equal Employment Opportunity: Kern Community Foundation is an equal opportunity employer and prohibits discrimination and harassment of any kind. Employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or creed, national origin or ancestry, sex, pregnancy, childbirth or related medical conditions, age, physical or mental disability, genetic information, marital status, sexual orientation, gender identity or expression, military or veteran status, or any other status protected under federal, California (FEHA), or local law.

Reasonable Accommodation: Kern Community Foundation provides reasonable accommodation to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and California's Fair Employment and Housing Act (FEHA). Applicants or employees who require accommodation to perform essential job functions or to participate in the application process should contact Human Resources.

Fair Chance Act: Kern Community Foundation considers qualified applicants with criminal histories in a manner consistent with California's Fair Chance Act and applicable local fair chance ordinances. Conviction history, if any, will not be considered until after a conditional offer of employment has been made.

At-Will Employment: Employment with Kern Community Foundation is at-will. Either the employee or the Foundation may terminate the employment relationship at any time, with or without cause or notice.

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