

## Area Agency on Aging Serving Napa-Solano

### JOB ANNOUNCEMENT

**JOB TITLE:** CHIEF ACCOUNTANT

**WORKSITE:** AAoA Main office, 400 Contra Costa St., Vallejo, CA, 94590

**STARTING SALARY:** \$50,000 - \$60,000 DOE,  
Benefits include Health plan (Kaiser) with Dental,  
Retirement plan (403b),  
Generous paid leave benefits, vacation, sick and holiday.

**HOURS:** 40 hours/week (full-time), Exempt

**AGENCY DESCRIPTION:** Established in 1980, The Area Agency on Aging Serving Napa and Solano (AAoA) is a non-profit agency, designated as PSA 28. The Planning and Service Area (PSA) includes the counties of Napa and Solano. Major funding is provided by the Administration for Community Living (ACL) in accordance with the Older Americans Act as appropriated by Congress, and by contract with the California Department of Aging. This includes allocations for “meals on wheels” and various other programs for older adults and family caregivers. Some of these programs are offered as direct services and others operated by community-based organizations under subcontracts with the AAoA. The AAoA receives funding through the Mental Health Services Act (MHSA) for programs to provide prevention and early intervention (PEI) services for older adults in Solano County, as well as a number of private foundation grants that support fall prevention and other health-related social service programs. The annual budget is \$4,000,000. More information about the AAoA can be found on the website [www.aaans.org](http://www.aaans.org).

**MISSION STATEMENT:** The Area Agency on Aging (AAoA) Serving Napa and Solano is a non-profit organization that works with local private/public organizations and individual citizens to promote and involve the community systems of care that enhance the independence, health, safety, dignity, and quality of life of older persons and persons with disabilities and their caregivers.

**POSITION SUMMARY:** Under the direction of the Executive Director, the Chief Accountant is responsible for carrying out the financial operations of the Agency, including long-term planning and execution of fiscal goals, supervision and development of fiscal staff, assuring compliance with appropriate local, state and federal requirements and enhancing the efficiency and quality of fiscal functions. This position functions in a highly independent fashion with supervisory functions.

**EDUCATION/EXPERIENCE/DESIRED QUALIFICATIONS:** A Master’s degree in business accounting or a related field plus two or more years of appropriate experience is desired. A BA degree in business accounting or a related field plus six (6) or more years of appropriate experience is acceptable. A minimum of four (4) years supervisory, management and budget planning; Knowledge of principles and practices of non-profit budgeting. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description (posted on the website [www.aaans.org](http://www.aaans.org).) are representative of the knowledge, skill, and/or ability required.

**TO APPLY:** Submit letter of interest, resume and three professional references to:

By Mail: Employment  
Area Agency on Aging Serving Napa and Solano  
P.O. Box 3069  
Vallejo, CA 94590

By E-Mail: Send attachments to [employment@aaans.org](mailto:employment@aaans.org), include job title in subject line.

No Phone Calls Please.