



# OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language, Tribal TANF, Career Education  
2574 Diaz Lane. - P.O. Box 847 - Bishop, CA 93514 - (760) 873-5107

**Program: Administration**

**Position: Quality Improvement and Compliance Manager**

**Range: \$60,500-\$85,000 (Exempt)**

**Location: Bishop, Bakersfield, Visalia**

Under the direction of the Executive Director, and reporting functionally to the Audit Committee, the Quality Improvement and Compliance Manager (QICM) implements quality improvements through ongoing review of OVCDC's operations and administrative systems. The QICM is responsible for ensuring that applicable regulations, laws, policies and procedures are consistently followed to safeguard assets, verify the accuracy and reliability of accounting data, ensure efficient and effective service delivery, promote process improvements and prevent and detect fraud. The QICM will perform professional level work analyzing financial and program data and interpreting and applying federal, state, and OVCDC policy guidelines.

## **Essential Duties and Responsibilities**

1. Evaluate program, administrative, compliance and accounting controls and prepare reports to communicate outcomes of quality activities to the Executive Director and the OVBT Committee.
2. Review the authorization and recording procedures to determine if they are adequate to provide reasonable accounting control over assets, liabilities, revenue and expenditures.
3. Review expenditures and program reports for compliance with grant or other federal regulations.
4. Evaluate pertinent documents to determine if an audit trail exists for all records and systems.
5. Prepare and assist in audits conducted by external auditors contracted by OVCDC.
6. Prepare reports and submit to the Executive Director and the OVBT Committee for review and recommend process improvement.
7. Identifies operational best practices that can be shared with other programs and departments throughout the organization.
8. Discuss findings and develop action plans with the relevant department leadership to improve processes and monitor progress. Determine the quality and how it will be measured using defined metrics.
9. Develop and maintain improvement action monitoring report models and prepare formal monitoring reports.
10. Assist with special studies that require data compilation and data analysis. Share findings and recommend improvements with multiple audiences, including the Owens Valley Board of Trustees and leadership teams.
11. Analyze OVCDC's processes, procedures and activities with the goal of improving organizational issues and recommending solutions, using the three tenets of Quality Management: Quality Control, Quality Improvement and Quality Assurance.
12. Track, analyze and work with the Executive team to respond to community and/or customer feedback.
13. Identify with the team the root causes of issues and work collaboratively with various existing teams to support process improvement.
14. Travels extensively to multi-site locations, 50-75% of the time.
15. Other related projects, and duties and responsibilities as assigned.

### **Minimum Qualifications**

1. Energetic, forward-thinking and creative with high ethical standards and an appropriate professional image.
2. Well-organized, and self-directed and employs growth-mindset while performing duties.
3. Proven investigative skills including collecting and analyzing data using various programs to display data summaries.
4. Collaborates with multiple teams to ensure collective accountability.
5. Knowledge of modern office practices, methods, procedures and automated systems.
6. Knowledge of Owens Valley Career Development Center's vision and mission.
7. Knowledge of or experience with trauma-informed approaches.
8. Possess strong interpersonal skills to build sustainable relationships and nurture connections.
9. Excellent oral and written communication skills and show the ability to work with individuals from diverse culture, ethnic and socio-economic backgrounds.
10. Must be able to pass a thorough background investigation including driving record, criminal background, credit check, and employment and education verification.

***OVCDC has a mandatory COVID-19 vaccination policy. Prospective employees must provide proof of full vaccination at least ten (10) days before employment commences.***

### **Education and Experience**

1. BA or BS in Business Administration, Business Management, Finance or Accounting from an accredited university required or combined education and experience to perform the functions of the position. Must demonstrate thorough knowledge of accounting practices/procedures. A minimum of three years of experience as an auditor, business improvement manager, quality assurance specialist or similar position required.
2. Knowledge in data collection and analysis and presentation of oral and written communications.
3. Knowledge of Quality Management techniques continuous improvement methods.
4. Knowledge of federal regulations including 2 CFR Part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and relevant compliance supplements.
5. Understanding of and adherence to the Auditors Code of Ethics and Standards for the Professional Practice of Internal Auditing as developed by the Institute of Auditors.
6. Preference will be given to Native American applicants, knowledge of Indian community and sensitivity to Indian needs required.
7. Must possess a valid driver's license and be insurable under company insurance.