



GREENFIELD VETERANS MEMORIAL DISTRICT

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BOARD OF DIRECTORS
DANIEL COVARRUBIAS(V) –
PRESIDENT
AGUSTIN ALMAZAN
STEVE DELGADO
DOMINIC GILLIAM(V)

To: District 3 Supervisor Chris Lopez
From: Greenfield Memorial District
Subject: Extension of Board Members
Date: November 10, 2025

We are requesting on the behalf of Steven Degado and Agustin Almazan, Administration Director and Asst. Finance Director respectively, who have expressed their desire to serve another term on the Greenfield Veterans Memorial Board.

Attached is a basic description of their duties and other assigned duties as directed by the Memorial Board President.

Sincerely,



Reyna Campos – Administrative Clerk

Assistant Finance Director — Veterans Organization

Position Summary

The Assistant Finance Director supports the financial leadership of a nonprofit organization dedicated to serving veterans. This role ensures fiscal integrity, compliance, and strategic financial planning while upholding the organization's mission to honor and empower those who served.

Key Responsibilities

- **Financial Reporting & Analysis**
 - Prepare monthly, quarterly, and annual financial statements
 - Analyze budget variances and provide actionable insights
 - Assist in preparing reports for board meetings and grant funders
- **Budgeting & Forecasting**
 - Collaborate with department heads to develop and monitor budgets
 - Support long-term financial planning aligned with strategic goals
- **Compliance & Controls**
 - Ensure compliance with state, federal laws and LAFCO..
 - Assist with audits and maintain internal control systems
- **Grant & Fund Management**
 - Track restricted and unrestricted funds
 - Monitor grant budgets and reporting requirements
- **Payroll & Benefits Oversight**
 - Coordinate with accounting agency on accurate payroll processing
 - Support benefits administration and cost tracking