



## **JOB ANNOUNCEMENT**

**Position:** Finance Director

**Reports to:** CEO/COO

**Type:** Full-Time, Exempt

Opened in 1992, San Francisco Network Ministries Housing Corporation (SFNMHC) was founded to secure and maintain low-income housing for the community. The organization operates two divisions, a housing division and a victim services division. The housing division includes a low-income apartment building set in the heart of the Tenderloin and a shelter-in place hotel. The victim services division operates as San Francisco SafeHouse and provides housing and supportive services to unhoused women who have experienced sexual exploitation or sex trafficking.

### **POSITION DESCRIPTION**

SFNMHC is currently seeking a Finance Director to oversee the accounting functions for both SFNMHC and SF SafeHouse. The Finance Director will be responsible for overseeing the finance department and ensuring that the organization is maintaining accurate and timely financial records that meet GAAP standards. This is a full-time exempt position.

### **SCOPE AND RESPONSIBILITIES:**

#### **Management**

- Management of all accounting functions and staff including accounts payable, accounts receivable, electronic banking, monthly reconciliations, data management, and month-end close
- Preparation and management of annual audit
- Draft financial controls, policies, and procedures

#### **Accounting**

- Oversees recording of financial transactions into accounting software Quickbooks, Bill.com, Brex, etc.
- Oversees recording transactions to appropriate program for contract billing and reporting
- Prepare government contract invoices monthly and oversee account receivables
- Reconcile bank, credit card, and investment statements monthly
- Maintain the general ledger and accurate trial balances
- Oversees reconciling donation amounts with the donor database software monthly
- Ensures all month-end closing entries are recorded timely
- Oversees restricted funds and transactions to specific government contracts and foundation grants
- Cash flow management and forecasting

- Keep monthly backups of QuickBooks files and submit them for review
- Oversees deposit checks into bank accounts weekly
- Other duties as assigned

### **Human Resources & Payroll**

- Process and enter staff time sheets into the payroll system. This includes managing the reporting of accrued leave and tracking staff time charged to specific grants.
- Work with a payroll company to prepare W-2s and 1099s.

### **Financial Reporting**

- Collaborate with the CEO & COO to prepare fiscal budgets for grant proposals
- Prepare required internal and external financial reports and audit preparation
- Monitors financial performance against budgets
- Ensure financial compliance with accounting policy and procedures and grant requirements
- Meet with the Board Finance Committee and Executive Director to review financial reports
- Ensure financial compliance with accounting policy and procedures and grant requirements
- Meet with the Board Finance Committee and Executive Director to review financial reports, as requested

### **QUALIFICATIONS:**

- Bachelor's degree in Accounting or related field required
- Certification as a CPA, CFA, or CFP preferred
- Minimum 5 years of experience in accounting, financial grants management and QuickBooks
- Strong knowledge and understanding of GAAP
- Excellent data entry skills and attention to detail
- Strong verbal and written communication skills

**COMPENSATION:** The salary for this position is \$135,000 annually. Benefits include vacation days and health/dental/vision insurance.

SFNMHC is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.

### **SPECIAL ADA REQUIREMENTS:**

SFNMHC is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disability, and will make reasonable accommodation when necessary. Position requires both standing and sitting and working at a keyboard for extended periods of time.

**TO APPLY:** Send a cover letter, resume and contact information for 3 references to [Careers@sfsafehouse.org](mailto:Careers@sfsafehouse.org)