



JOB ANNOUNCEMENT

Position: Finance Coordinator

Reports to: Finance Director

Type: Full-Time, Non-Exempt

ORGANIZATION DESCRIPTION

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 Coordinator/ Bookkeeper to handle the accounting functions for both SFNMHC and SF SafeHouse. The Finance Coordinator will be responsible for maintaining accurate and timely financial records that meet GAAP standards. This is a full-time, non-exempt position.

SCOPE AND RESPONSIBILITIES:

Accounting

- Maintain an accurate record of financial transactions, by entering all transactions into QuickBooks and documenting transaction details
- Code transactions to appropriate program for contract billing and reporting
- Assist in preparing grant invoices monthly
- Process bills or reimbursements weekly, prepare checks for signature, and mail out payments
- Assist with reconciling bank, credit card, and investment accounts
- Assist in maintaining the general ledger accounts
- Reconcile donation amounts with the donor database software on a monthly basis
- Maintain paper and electronic files (bill.com, Brex, etc) according to the board approved accounting policies and procedures
- Collaborate with Program Managers to ensure that accurate petty cash reports and program fees are submitted in a timely manner
- Assist the Financial Director with month end closing
- Keep track of restricted funds and code transactions to specific government contracts and foundation grants
- Deposit checks into bank accounts weekly
- Assist with W-9 and 1099 preparation

- Other duties as assigned

Human Resources & Payroll

- Assist with payroll processing and managing the reporting of accrued leave and tracking staff time charged to specific grants

Financial Reporting

- Assist the Finance Director in preparing budgets for grant proposals and financial statements for grant reporting
- Work with the Finance Director to prepare for all audits or financial reviews

QUALIFICATIONS:

- Excellent data entry skills and attention to detail
- Bachelor's degree in Accounting or related field highly preferred
- Minimum 2-3 years of experience in non-profit accounting, financial grants management and QuickBooks
- Strong knowledge and understanding of GAAP
- Strong verbal and written communication skills
- Bill.com and Bloomerang experience preferred

COMPENSATION: The salary range for this position is between \$70,000-\$85,000 annually, based upon experience. 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