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## Finance Manager

📍 San Francisco (Hybrid work possible following introductory period), CA  Full Time

👤 Operations  Mid Level

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**REPORTS TO:** Director of HR and Operations

**STATUS:** Full-Time (40 hours/week), Exempt

**SALARY RANGE:** \$86,000 - \$95,500 per year

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### ABOUT THE POSITION

The Finance Manager will oversee the Partnership's finance, accounting, and contracting functions and ensure timely and accurate financial reporting and oversight. This position is responsible for developing new initiatives to improve financial data management, internal controls, and oversight of contract management processes. The person in this role will lead all financial administration, budgeting, and contract administration. They will report directly to the Director of HR and Operations and will work closely with the CEO and Bookkeeper.

### BASIC DUTIES & RESPONSIBILITIES

#### **Financial Management**

- Prepare, analyze, and present financial reports in an accurate and timely manner to the CEO and other division managers.
- In partnership with the bookkeeper, ensure the accuracy and integrity of financial record keeping in accordance with GAAP and compliance with internal controls.
- Develop, document, and implement financial policies and procedures as required to maintain adequate internal controls.
- Coordinate the annual audit process, working with external auditors and the audit committee of the board of directors.
- Oversee and lead annual budgeting and planning process in conjunction with the Director of HR and Operations and CEO; monitor progress and changes; and keep division managers informed of the organization's financial information on a regular basis.

- Monitor cash flow to ensure organization is meeting its operational needs.
- Oversee bookkeeper in managing and tracking receivables within Quickbooks.
- Lead and facilitate quarterly revenue projections, in partnership with program managers and directors.
- Manage relationship with Partnership's investment advisors.

### **Contract and Data Management**

- Lead the contract administration process, including contract review, negotiations, and signature gathering.
- Oversee and facilitate contracting and monthly billing using Salesforce, supporting program managers as needed and providing monthly billing reports to the Bookkeeper.
- Suggest and implement improvements to data tracking and business process systems.
- Create and maintain systems for ensuring contract compliance and tracking, including providing proof of insurance to Partnership clients.
- With support from the Operations Associate, ensure the accuracy and completeness of data within Salesforce.

### **Other**

- Support Director of Communications and CEO as needed in budgeting and reporting for fundraising and grant compliance purposes.
- Oversee work of consultant Bookkeeper.
- Track lobbying expenditures and report quarterly to the Fair Political Practices Commission (FPPC) and annually to the Internal Revenue Service (IRS).

### **QUALIFICATIONS & EXPERIENCE**

We recognize that each applicant for this role will bring unique skills, knowledge, experiences, and background to this position. We welcome diverse experiences and perspectives in our applicant pool, and will be seeking candidates who possess the following qualifications and experience:

- 3+ years of experience in nonprofit finance and/or accounting function, including the preparation and presentation of financial statements and reporting and management of AP/AR processes.
- 1+ years of experience managing contract administration from review to final execution, preferred.
- Associate's or Bachelor's degree in business, accounting, or related field is preferred
- Solid understanding of Generally Accepted Accounting Principles (GAAP).
- Excellent technology skills and the ability to learn new financial, payroll, and other technology.
- Advanced Excel skills required.

- Experience with Salesforce and Quickbooks strongly preferred.
- Excellent oral and written communication skills.
- Ability to maintain confidentiality of sensitive financial and personal information.
- Strong interpersonal skills and ability to collaborate across teams/departments.
- Alignment with the Partnership's mission and commitment to diversity, equity, and inclusion.
- Vaccinated and boosted against Covid-19 or able and willing to obtain vaccinations prior to beginning employment.
- Able and willing to travel within California.

### **OUR IDEAL CANDIDATE**

Our ideal candidate has a background in nonprofit finance or accounting and solid experience in contract administration. This person has excellent attention to detail and a high degree of accuracy in their work. They can work efficiently without much oversight and are not afraid to ask questions when they need help. This person has strong organization and time-management skills and is not daunted by managing conflicting priorities and deadlines. They are committed to the mission of the California Housing Partnership and will contribute positively to a collaborative and supportive work environment.

### **Compensation**

Compensation includes a competitive package of employee benefits including health, dental, vision, chiropractic/acupuncture, transit subsidy, health reimbursement account, employee assistance plan, and 403(b) retirement plan for all permanent employees working 20 or more hours per week.

### **Equal Opportunity Employer**

The California Housing Partnership is an equal opportunity employer and is committed to creating a diverse, equitable, and inclusive workplace. We strongly encourage people of diverse backgrounds and identities to apply. For more information about the Partnership, visit our website at [www.chpc.net](http://www.chpc.net).

### **About the California Housing Partnership**

The California Housing Partnership is unique in combining on-the-ground technical assistance with advocacy leadership at the state and national level to increase the supply of affordable homes in California. The Partnership is a "do-and-think-tank" that uses the experience gained from helping numerous nonprofit and local government partners leverage \$25 billion to create 75,000 affordable and sustainable homes over the past 30 years to provide expert finance and policy technical assistance. We are the trusted advisor to these mission-driven organizations, helping them envision and execute multilayered plans for creating and preserving sustainable affordable rental housing. We are also the trusted advisor to many state leaders who implement laws and programs to provide necessary housing resources, and the state and local government housing organizations that allocate these resources.

What we learn from providing technical assistance and training to our partners directly informs our professional work affecting policy and systems change to improve and expand existing and new funding programs to proactively meet housing affordability needs in California. In addition, the Partnership provides statewide publications and data tools to facilitate housing policy development, outcomes tracking and research.

### Apply for this position

REQUIRED \*

APPLY WITH INDEED

First Name \*

Last Name \*

Email Address \*

Phone \*

Address

Resume \*

Attach resume or Paste resume

Cover Letter \*

LinkedIn Profile URL:

Are you legally authorized to work in the United States? \*

Yes

No

Earliest Start Date

If not local, willing to relocate? \*

Yes

No

What professional or personal experiences inspire your commitment to community development and social justice? \*

Human Check \*

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