

COMMUNITY BOARDS

San Francisco Conflict Resolution Center

Celebrating 45 Years of Building Community Through Conflict Resolution

Finance Manager Job Description

Reports to: Executive Director

Status: Part-time (approximately 16 hours a week) as employee or contractor

About Community Boards

Founded in 1976, Community Boards operates the longest-running nonprofit conflict resolution and restorative justice center in the US. We offer a range of conflict resolution and restorative justice services: mediation, conflict coaching, circles, facilitation, and trainings. Mediations are provided in Spanish, Mandarin, Cantonese, or English. We are a 501(c)(3) tax exempt organization registered as Community Board Program, Inc. (EIN: 94-2382967)

Job Summary

The person in this position is responsible for managing general accounting procedures, budgeting and budget modifications, supervision of audits and tax returns, monthly-end close procedures, journal entries, account reconciliations and analysis of results, support for programs to run efficiently, setting new employees up with health insurance, and maintaining policies and controls.

Essential Duties and Responsibilities

- Responsible for AR/AP including providing monthly financial statements
- Provide financials for grant applications
- Track project funds including invoicing and program audits
- Prepare payroll for Paychex and assist in onboarding of new employees
- Prepare annual 1099's, 1096, sales tax and Retirement Plan reporting
- Assist outside auditor in annual audit
- Lead preparation of fiscal budget with input from ED and Treasurer
- Prepare other financial reports as requested

Desired Qualifications

- We seek someone with a proven track-record in non-profit accounting
- Strong work ethic, capacity to get things done independently, and consistent performance with a sense of urgency and commitment
- 5+ years accounting experience in nonprofit settings
- In-depth knowledge of US generally accepted accounting principles
- Advanced Excel and QuickBooks skills

To Apply

To apply please email Executive Director Darlene Weide at dweide@communityboards.org with a resume and cover letter.

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Position can be structured as part-time employee or contractor.

Equal Opportunity Employer

It is the policy of Community Boards to provide all persons with equal employment opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions upon request.