

## CENTRAL CITY HOSPITALITY HOUSE

### JOB ANNOUNCEMENT

<b>TITLE:</b>	Finance Manager
<b>REPORTS TO:</b>	Director of Finance and Operations
<b>COMPENSATION:</b>	Generous compensation and benefit package
<b>STATUS:</b>	Full-time, exempt, non-union position
<b>DEADLINE:</b>	Open until filled

#### **ORGANIZATION DESCRIPTION:**

Founded in 1967, Central City Hospitality House is a progressive, community-based organization located in San Francisco's Tenderloin neighborhood that provides opportunities and resources for personal growth and self-determination to homeless people and neighborhood residents. Our mission is to build community strength by advocating policies and rendering services that foster self-sufficiency and cultural enrichment. We use a peer-based approach and encourage participation from our constituents on various levels of decision-making and service-delivery.

Hospitality House has six integrated programs at five locations in our core neighborhoods. The Tenderloin Self-Help Center and Sixth Street Self-Help Center are two behavioral health-based community centers that provide emergency and support services, benefits advocacy, housing referrals and access to individual therapy using a low-threshold, peer-based, self-help model. Together, these centers reach thousands of community residents every year. The Shelter Program now includes a 65-room Shelter-In-Place hotel that fosters a thriving community among persons previously experiencing homelessness, and helps residents improve their quality of life through 24-hour staffing and support, daily wellness visits, on-site meals, one-on-one case advocacy, and access to individual therapy. The Community Arts Program is the City's only free fine arts studio for low-income artists offering skills workshops for artists to hone their talents, open studio hours, ceramics, silk-screening, and other classes, with gallery & exhibition space for artists to sell their work – and keep 100% of the proceeds. The Community Building Program includes weekly support groups, volunteer opportunities, civic engagement activities, and the Healing, Organizing & Leadership Development Program, featuring trauma-informed healing and activism for community residents. The Employment Program offers job readiness and barrier removal services, job training resources, and vocational assessment, and job fairs and placement assistance through two neighborhood-based resource centers.

All programs provide a range of individual support, community resources, and employment and housing opportunities to help residents rebuild their lives, celebrate creativity, achieve stability, and strengthen community connection.

Hospitality House is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religious creed, color, age, sex, gender, sexual orientation, gender identity, national origin, religion, marital status, medical condition as defined under State law, disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

#### **POSITION DESCRIPTION:**

The Finance Manager works closely with the Director of Finance and Operations to ensure fiscal compliance and accountability for the entire agency. Responsibilities include: ensuring security and management of financial systems, participating in fiscal planning, administering payroll, overseeing monthly contract billing, coordinating month-end closing process, managing accounts payable and accounts receivable. The position is also responsible for managing organizational vendors, ensuring security and maintenance of accounting files, tracking grant and contract compliance, and coordinating special projects. This position provides supervision and training of the Accounting and Operations Specialist. The Finance Manager is part of the agency's Leadership Team and must be available to work flexible hours and attend occasional evening events.

#### **QUALIFICATIONS:**

- 3 years' experience in finance for a non-profit organization, preferably management-level capacity.
- Experience with QuickBooks and MS Office Suite; in particular, strong Excel spreadsheet skills.

- Experience with processing payroll, governmental grants invoicing, vendor communications, and coordinating financial systems.
- Understanding and working knowledge of Generally Accepted Accounting Principles (GAAP).
- Excellent written and oral communication skills.
- Knowledge of budgeting and expense tracking for community-based non-profit organizations, including tracking, coding, and revenue/expense forecasting.
- Working knowledge of fiscal compliance requirements of government funders strongly desired
- Ability to supervise and/or coordinate with agency support staff and peer staff, where necessary.
- Extremely organized, detail oriented, and able to manage multiple tasks.
- Ability to work independently and as part of a team.
- Lived experience with homelessness, poverty, substance use, mental health issues, or other challenges relevant to our community, strongly desirable.
- Commitment to social justice and racial equity.

**RESUME AND COVER LETTER TO:**

***Hospitality House***

***290 Turk Street SF 94102 ATTN: Finance Manager Search***

***OR: [personnel@hospitalityhouse.org](mailto:personnel@hospitalityhouse.org)***