

Title: Accounting Manager

Reports to: Executive Director

Program: Administration

Full time exempt position

Agency description:

Asian Neighborhood Design (A.N.D.), founded in 1973, is a private non-profit community development corporation. A.N.D. has a \$1.7 million annual budget, over 20% of which is earned income, and receives funding from a variety of private foundation and government sources. Program areas include full architectural and community planning services, family and youth resources services, employment training for hard to serve populations, and oversight of 74 units of affordable housing A.N.D. has developed. A.N.D. operates out of a facility on Mission Street in San Francisco.

Job Summary:

We seek an individual who is an experienced “hands-on” financial manager of unquestionable integrity and is flexible and understanding of the nonprofit sector and its challenges. This person will serve as the organization’s primary accounting staff member, working in a team-based environment with the Program Managers and reporting directly to the Executive Director.

Responsibility and Duties include:

- Manage and oversee the agency’s finances, work with the executive director to establish budgets, and prepare financial reports for the board.
- Acts as a trusted advisor and colleague to the Executive Director and management team.
- Recommend short and long-range plans, cost savings opportunities; and monitor the effectiveness of action plans.
- Serve as staff liaison for the Board Finance Committee.
- Develop policies and procedures to ensure accuracy of expenses and reduction of expenses as appropriate.
- Work with Program Managers to assure proper program and project accounting compliance.
- Provide needed reports to Executive Director, Board of Directors and Program Managers
- Lead annual budget design, revisions and monitor budget compliance.
- Provide analysis of actuals against budget.
- In conjunction with the Executive Director, make decisions on agency expenditures within approved budgets.
- Manage all financing agreements.
- Responsible for financial management of functional areas of finance, accounting, purchasing and credit.
- Monitor expenses and recommend cost effective changes.
- Prepare information for tax reporting for Form 990 prepared by outside consultants.
- Prepare monthly governmental billings.
- Prepare monthly bank reconciliations.
- Prepare journal entries.
- Reconcile general ledger accounts.

- Analyze and resolve billing issues.
- Process accounts payable.
- Posting and reconciliation of bi-weekly Payroll report.
- Prepare all audit schedules for audit, serve as liaison with auditors.
- Maintain fixed asset logs and perform annual physical inventory.
- Other duties as required

QUALIFICATIONS:

1. BA in Accounting or Finance or equivalent experience.
2. Minimum 5 years of financial experience related to non-profit accounting or transferable for-profit accounting experience including billings and collections, A/R, A/P, general ledger, and bank reconciliation.
3. Knowledge and understanding of non-profit service areas related to agency.
4. Knowledge and experience with governmental accounting and contracting practices.
5. Experience with cost allocation accounting.
6. Demonstrated knowledge of budgeting, financial reporting procedures and working experience with Quickbooks.
7. Strong interpersonal skills for working within a team multi-cultural environment; a good sense of humor is a must!
8. Commitment to mission of the organization.
9. Excellent verbal and written communication skills.
10. Proven ability to handle complex operational and financial situations.
11. Ability to analyze and design necessary changes to present financial processes and to persuade internal management, including executive, to adopt changes.
12. Possession of an entrepreneurial spirit, a willingness to take informed risks, an ability to make tough-minded, sound financial decisions with a framework of change and progress.
13. Proven experience in the areas of cost and expense management, budgeting, financial planning, tax compliance and reporting, cash management.

Starting Date: We are looking to have our new Accounting Manager start during late May.

Compensation: DOE, excellent benefits including 401k retirement (employee only contribution), health, dental, vision, life insurance, “cafeteria plan” after probationary period.

How to Apply

Please send cover letter/résumé and salary requirements to: Asian Neighborhood Design, 1021 Mission Street, San Francisco, CA 94103 , RE: Accounting Manager, fax 415-575-0424, or e-mail HR Associate Lilia Arellano at larellano@andnet.org. For more information on AND, please visit www.andnet.org.

Asian Neighborhood Design does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, medical condition, marital status or any other characteristic protected by law. Women and persons of color are strongly encouraged to apply.