

Finance Director

About the Organization:

We. Love. Parks. At San Francisco Parks Alliance (“SFPA”) we work with more than 200 partner organizations, city agencies, and everyday citizens to ensure that our treasured city parks and public open spaces thrive in communities throughout San Francisco. If you’re creative, forward-thinking, and share an enthusiastic interest in helping shape the future of parks and public open spaces in San Francisco, let’s talk. We are a fun, communicative staff that thrives on teamwork, humor, and a passion to create new opportunities and outcomes for our Partner network in San Francisco. For more information please visit sfparksalliance.org.

About the Position:

Reporting to the CEO, the Finance Director is responsible for managing a range of financial tasks in addition to the standard non-profit responsibilities including fiscally-sponsored reimbursable grants, city contracts for direct service as well as traditional bank loans. The Finance Director is an entrepreneurial and dynamic individual who provides financial advice and counsel to leadership and other stakeholders throughout the organization. This individual is the primary liaison with the audit, investment, and finance committees of the Board of Directors. They also develop and encourage financial literacy and strategy throughout the organization and ensure that the finance & accounting team maintains a customer service and solutions-oriented role to all departments within the San Francisco Parks Alliance. This is an exciting opportunity to engage in civic entrepreneurship for both immediate and long-term impact. The position is based in the San Francisco Parks Alliance office and supervises a staff of 3.

Primary Job Functions:

With primary responsibility for SFPA’s day-to-day finance and accounting activity, the Finance Director oversees the accounting process including the monthly, quarterly and year-end accounting close, managing the annual audit and financial budgeting and reporting. General responsibilities include but are not limited to:

Financial Planning & Analysis and Accounting Management (75%)

- Work with leaders across the organization to identify budget priorities and allocate resources most effectively to achieve programmatic goals.
- Prepare annual budget for approval by the Board of Directors, working closely with the Leadership Team as well as SFPA Partners to ensure alignment with organizational goals.
- Advance the quality, timeliness, strategic and tactical value of financial information framed in a way that provides context and analytical support to

decision-makers, including the Leadership Team and members of the Board of Directors.

- Coordinate, analyze and report monthly, quarterly and annual financial performance to the Leadership Team, SFPA Partners and the Board of Directors with comprehensive and timely financial reports & relevant dashboards.
- Manage and track cash flow in order to maintain positive cash position, monitor various projects and determine cash needs; prepare cash forecasts.
- Partner with SFPA's Program Team to track and report on funding expenditures, and provide analysis on program sustainability.
- Oversee the contract billing process for SFPA's reimbursable grants and contracts.
- Manage the general ledger accounting process and ensure all journal entries, reconciliations, recording of fiscal sponsorship fees and other required GL activity are recorded accurately and in a timely manner.
- Perform ad hoc analyses and create special reports as requested.

Compliance (15%)

- Develop and implement financial policies and procedures to ensure SFPA's assets are protected and utilized effectively, and that internal controls are followed.
- Manage the annual audit, including preparation of schedules, response to and compliance with the management letter; support the Audit Committee of the Board of Directors. Prepare reports needed for the preparation of the Form 990 tax return.
- Oversee the implementation of SFPA's document and file retention policies and procedures to ensure that information is retained and accessible, including both hard copy and electronic systems; oversee any off-site storage and retention systems.

Human Resources (10%)

- Oversee payroll processing and on-boarding of new staff.
- Manage outsourced benefits administration, oversee new staff benefit enrollment and annual all-staff open enrollment, field questions from staff and serve as primary liaison to SFPA's benefits broker.
- Ensure compliance with applicable laws and regulations regarding employment issues such as pay, time-keeping, equal opportunity, privacy, health, and safety.

Minimum Qualifications:

- Bachelor's degree required; MBA or CPA preferred.
- 10+ years' experience in finance and accounting including 5 years' experience in nonprofit accounting supervising accounting staff.

- Demonstrated knowledge of GAAP.
- Excellent skills in financial planning & analysis.
- Ability to present information effectively and respond to questions from different internal and external audiences.
- Extensive knowledge of computer applications and systems including Microsoft Office Suite; highly proficient with Excel and Google Sheets; experience with Sage Intacct (for accounting) and Salesforce a plus.
- Dedicated team player with a commitment to the highest level of client service and collaboration (external and internal).
- Excellent written and verbal communication skills.
- Ability to complete assignments and responsibilities accurately and in a timely manner, often with strict and/or conflicting deadlines.

Classification:

Full-Time; Salaried; Exempt

Compensation:

SFPA offers salaries that are competitive in the San Francisco Bay Area public interest/non-profit community. The range is between \$120,000 - \$150,000 depending on experience. SFPA also offers a work environment that values work/life balance such as flexible work schedule and a competitive benefits package that includes medical and dental coverage for staff and dependents; FSA plan; generous vacation and paid sick leave; 13 paid holidays per year; and an optional 403b retirement plan, with potential employer match incentives after one year of employment.

How to Apply:

Please submit an email to "jobs@sfparksalliance.org" with your full name and the position title in the subject line. Please include your resume and a tailored cover letter which includes your salary requirement. You are welcome to submit any other information you would like us to consider with your application (please limit to 2 additional items).

San Francisco Parks Alliance is an equal opportunity employer and encourages applicants of all races, gender, gender identities, and sexual orientations to apply.