

Manager of Accounting and Analysis

About the Organization:

We. Love. Parks. At the SF 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. As we expand to serve even more parks and people, we are seeking a Manager of Accounting and Analysis to join our team. 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 www.sfparksalliance.org.

About the Position:

Reporting to the Director of Finance and Operations, and working under limited supervision, the Manager of Accounting and Analysis provides accounting and financial services to both internal staff and external stakeholders. Responsibilities include general ledger accounting management, grants and contracts tracking and billing, and compliance with GAAP and SFPA’s policies and procedures.

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.

Primary Job Functions:

- *Accounting*
 - Prepare accounting entries to numerous registers, journals and logs.
 - Support accounts payable activities to ensure accuracy and timeliness of invoice creation and entry. Perform monthly bank settlements.
 - Prepare regular balance sheet account reconciliations.
 - Generate monthly journal entries to record administrative fees and revenues.
 - Assist with preparation of federal, state and local tax returns.
- *Contract Management & Analysis*
 - Review and approve check requests prepared by partner organizations.

- Create invoices for reimbursable grants/contracts and track through accounts receivable.
- Establish system for managing all reimbursement billings and track reimbursements against billings.
- Work with program staff to assure financial reporting needs are met.
- Prepare financial analyses on projects and partners as needed.
- *Compliance*
 - Follow organization's established accounting practices.
 - Where needed, improve accounting procedures to ensure efficiency and accuracy, and document accordingly.
 - Assist with annual audit.

Minimum Qualifications:

- Minimum 5 years of experience in accounting and/or contract management and/or financial analysis (non-profit experience a plus).
- Bachelor's degree in Accounting or Business, or a related degree with equivalent accounting experience.
- Previous experience managing reimbursable contracts and accounts receivable billings.
- Strong analytical and problem-solving skills as well as the ability to see the big picture.
- Demonstrated ability to maintain integrity of confidential information.
- Strong verbal and written communication skills.
- Ability to read and understand technical forms and financial reports and to explain them to non-finance personnel.
- Proficiency with MS Office, including strong Excel, and enterprise-wide accounting systems; Financial Edge experience is a plus.

Preferred Qualifications:

- Experience in establishing and documenting accounting processes and procedures.
- Self-motivated and organized.
- Attention to detail.
- Strong task management and prioritization skills.
- Concierge-level customer service skills utilized both internally and externally.

- Ability to work cooperatively and collaboratively with all levels of employees and management.

SF Parks Alliance offers a competitive salary, commensurate with experience and skills, and a comprehensive benefits package that includes a generous vacation policy, medical, dental, vision, chiropractic/acupuncture, commuter benefits, flexible spending accounts, Basic Life/AD&D insurance, and an employer 410(k) match program.

Position Specifications:

The Manager of Accounting and Analysis is a full-time (40 hours) exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

- *Reports to:* Director of Finance and Operations
- *Department:* Administration / Finance
- *Preferred start date:* November / December 2018
- *Schedule:* Monday-Friday

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 cover letter which includes your salary requirement. The deadline for submission is January 18th at 5:00 p.m.

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