

Accounting Manager

Description

Homebase is adding a position for an Accounting Manager to join our wonderful team of Finance and Business Operations professionals.

The Accounting Manager will play a critical role in managing and strengthening the organization's financial systems, ensuring accuracy, compliance, and alignment with best practices in nonprofit finance. This is an ideal opportunity for an experienced accounting professional who brings strong nonprofit financial acumen, excellent organizational skills, and deep proficiency with Sage Intacct to help advance Homebase's mission to end homelessness.

Compensation for this position starts at \$93,000 – 108,000, with exceptions for extensive experience. We also offer a robust benefits package, including a 403(b) match, health insurance, and generous PTO. Applications will be considered on a rolling basis until the position is filled.

About the Position

Reporting to the Director of Finance, the Accounting Manager will oversee the day-to-day accounting operations at Homebase, ensuring compliance with GAAP, nonprofit financial standards, and funder requirements. The Accounting Manager will be responsible for maintaining accurate financial records, managing the general ledger, preparing timely financial reports, administering Sage Intacct, and supporting audits, tax filings, and grant reporting. This role will also collaborate closely with program and operations staff to build financial literacy and support effective budget tracking.

This is a dynamic position suited to someone who thrives in a mission-driven environment, enjoys improving systems and processes, and is committed to achieve social impact. The position is full-time and remote. For candidates in the San Francisco Bay Area, there is the option to connect in person at our downtown San Francisco office, although most staff work remotely.

About Homebase

Homebase is a national nonprofit dedicated to the social problem of homelessness. Our mission is to end homelessness, prevent its recurrence, and decrease its effect on communities. We work at the local, state, and national levels to support our partners in designing systems and

implementing responses to homelessness while fostering collaboration and collective impact in addressing its political and economic causes.

Responsibilities

Financial Management & Compliance

- Oversee the general ledger, ensuring all transactions are recorded accurately and timely.
- Manage month-end and year-end close processes and prepare financial statements and management reports.
- Administer and optimize Sage Intacct, including maintenance of workflows and custom reports.
- Ensure compliance with GAAP, IRS regulations for nonprofits, and best practices in fund accounting.

Operational Accounting

- Manage bank reconciliations, accounts payable, accounts receivable, and payroll allocations.
- Support preparation for annual audits, IRS Form 990, and other regulatory filings.
- Prepare grant and contract financial reports in coordination with program teams.

Systems & Internal Controls

- Strengthen internal controls and develop/update accounting policies and procedures.
- Collaborate with program and operations teams to support budget tracking, cost allocations, and financial literacy.

Qualifications

Successful candidates ideally possess:

- Bachelor's degree in Accounting, Finance, or related field; CPA or equivalent credential a plus.
- At least 5 years of accounting experience, including 2+ years in a nonprofit setting.
- Strong understanding of nonprofit fund accounting, including cost allocations and tracking restricted funds.
- Advanced proficiency with Sage Intacct is required.
- Excellent attention to detail, analytical skills, and ability to meet deadlines.
- Strong communication and collaboration skills to work effectively with non-financial staff.

Homebase prefers candidates with:

- Experience supporting audits and nonprofit grant compliance.
- Knowledge of Uniform Guidance and other federal funding requirements.
- Familiarity with reporting to diverse funders (government, foundations, etc.).

- Demonstrated commitment to the public interest and passion for addressing homelessness and poverty.
- Special consideration will be given to applicants with lived experience of housing instability, homelessness, and/or criminal justice involvement, including arrest and conviction records.

To Apply

Please email cover letter and resume to jobs@homebaseccc.org with the subject line: "Accounting Manager Application – [Your Name]".

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