

Non-Profit Finance Manager

Description

We are seeking an experienced Finance Manager to join our wonderful team of nonprofit professionals.

Compensation for this position starts at \$90,000 – 105,000, with exceptions for extensive relevant experience. In addition to a competitive salary, we offer comprehensive benefits, including a 403(b) match, health insurance, and generous PTO.

This position has the option to be remote. For those candidates located in the CA Bay Area, Homebase's main office is based in downtown San Francisco, though most staff are currently working remotely.

About the Position

The Finance Manager will be a highly valued member of the Homebase Business Operations team. In this new position, the successful candidate will Report to the Finance Director. They will ensure clean, accurate and timely financial reporting and in collaboration with the Finance Director and will guide the organization to excel at both legal compliance and adoption of best practices. They will contribute to a climate of continuous improvement regarding accuracy and timeliness in preparation of both the general ledger and subsidiary ledgers. While this position requires broad and deep knowledge of accounting, it will be particularly focused on receivables and revenue.

Responsibilities include collaborating with the Finance Director to deliver timely and complete month-end and year-end closings and financial reports, managing accounts receivable, creating complex project budgets, contributing to preparation and periodic revision of the Homebase budget, and leadership on special projects. Additionally, the Finance Manager will be a pivotal member of the annual audit, the Single Audit, and ad hoc client audit response teams.

Homebase recently transitioned from stand-alone instances of QuickBooks and Kantata to an integrated instance of Sage Intacct. Homebase also recently transitioned from a standalone ADP product to an integrated Paylocity platform. Additionally, the organization recently launched Salesforce. Plans for 2024 - 2025 include integrating Sage Intacct with Salesforce. Future ambitions include launching a full-service expense management tool such as Bill (formerly Divvy) and integrating it with Sage Intacct. The Finance Manager will be a key player in all such projects.

This is a dynamic position with room to grow at a flexible, fun, and supportive organization, working closely with a diverse team of internal and external partners to increase and effectively deploy resources, provide technical assistance, and leverage evidence-based strategies to end the crisis of homelessness.

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

Our work requires acknowledging and addressing the fact that people of color, especially Black and Indigenous people, experience homelessness at dramatically disproportionate rates. Recognizing that this is a result of systemic, intersectional inequities, we believe it is crucial as an organization to promote racial equity and anti-racism throughout our work. We are committed to ensuring equal opportunity and a workplace environment that is diverse, equitable, inclusive, and fosters a sense of belonging for all our team.

Responsibilities

Receivables:

- Collaborate with the Homebase Operations Manager to deliver timely monthly invoices to clients, with a focus on satisfying extensive invoice formatting and documentation requirements.
- Accurately enter, code, allocate, and reconcile deposits (check and ACH) to Sage Intacct.
- Partner with Finance Director to deliver prompt and accurate revenue reconciliations, distinguishing between restricted and unrestricted income flows, deferred revenues, and contingent revenues.
- Reconcile customer accounts and conduct monthly outreach to clients with past due balances, escalating internally and externally when necessary.

General and Month End Close:

- Collaborate on and assist with month-end review and closing of general ledger.
- Adjust and reconcile pre-paid expenses, depreciation, ASC 842 accounting, deferred revenue, and similar accounts.
- Partner with the Finance Director to ensure a successful annual audit, timely completion of Form 990, and timely submission of the annual Indirect Cost Rate proposal.
- Ensure supporting documentation and schedules are kept current and accurate.
- Verify all procedures and protocols are followed. Suggest improvements where appropriate.

Budgeting:

- Partner with the Contracts Compliance and Reporting Manager and project managers to create complete and accurate project budgets on time and within articulated deadlines.
- Assume responsibility for entering and maintaining project resources and pricing lists within Sage Intacct to ensure billing and reporting accuracy.

- Partner with the Finance Director and the COO to create the organizational budget and periodic revisions using Sage Intacct Planning.

Special Projects and Reporting:

- Collaboratively create Sage Intacct reports and dashboards to provide timely, accurate, and targeted data to organizational leaders, project managers, and the Board.
- Work with Finance Director and Contract Compliance and Reporting Manager to ensure compliance with all business, charitable and payroll regulatory requirements, inclusive of securing required state and local licenses.

Qualifications

Successful candidates ideally possess:

- Experience or education equivalent to a Bachelor's degree in Accounting or Finance.
- Deep, demonstrated understanding of Generally Accepted Accounting Principles for nonprofit organizations. Knowledge of FAR and CFR administrative requirements would be a plus.
- Five years of finance experience, preferably with non-profit organizations and/or professional service providers that bill on both a time and expense and a fixed fee basis. Government contract experience would be a plus.
- Advanced knowledge of Sage Intacct and Sage Intacct Planning.
- Working knowledge of Salesforce.
- Advanced Excel skills with ability to create charts, use short cuts, generate pivot tables, use vlookups, formulas, conditional formatting, and filters.
- Ability to flourish in a fast-paced, deadline driven environment.
- Proven success in managing multiple tasks and responsibilities.
- Demonstrated ability to work independently as well as within a collaborative team.
- Ability to foster a warm and supportive team-based environment committed to organizational values of diversity, equity, inclusion, and belonging, and embracing anti-racism.

Homebase prefers candidates with:

- Demonstrated commitment to the public interest and passion for addressing homelessness and poverty.
- Experience with systems implementation would be a plus.
- Special consideration will be given to applicants with lived experience of housing instability, homelessness, and/or exposure to the criminal legal system.

To develop transformative solutions to homelessness, Homebase believes in centering the individuals and communities most impacted by its structural causes — including people of color, people with lived experience of poverty, people with disabilities, and those who

identify as LGBTQ+ and GNC. We strongly encourage applications from people with these identities or who are members of other historically marginalized communities.

We encourage you to apply, even if you are not sure you meet all qualifications. You may have knowledge and experiences not specifically listed here that would support our mission, and we would love to see your application!

To Apply

Please email cover letter, resume, and at least three references to jobs@homebaseccc.org. Positions open until filled.