About the Mental Health Association of San Francisco (MHASF)

MHASF’s core work is providing low-threshold, peer-based support services addressing underserved needs in individual, group, community-based, and telehealth modalities. We lead the San Francisco community in providing progressive, innovative training and technical assistance on recovery-oriented mental health topics for businesses, community-based organizations, employers of peer staff, and the general public. We also develop peer mental health workers and advocates through training, mentorship, and work and volunteer opportunities. People with lived experience of mental health challenges are strongly encouraged to apply to work with us!

OVERVIEW OF POSITION:
Reporting to the Executive Director, the Finance Manager leads all day-to-day accounting operations, with functional responsibility for general ledger, accounts payable, accounts receivable, payroll, and grants administration. Responsibilities also include fiscal compliance and recognition for government contracts and private grants, generate accounting structures and reports, budgets and projections as needed and ensure organizational accountability that comply with generally accepted accounting principles (GAAP), adhere to grants management standards, and result in flawless audits. The Finance Manager supervises the Fiscal Analyst. The FM will also provide support to the Admin and HR team in the areas of benefits administration, new-hire onboarding, and other related functions.

TOP 3 RESPONSIBILITIES:
- Oversee all accounting and fiscal operations for the organization
- Develop management reports to enhance strategic decision-making capabilities for Executive Director and key program directors
- Work with Executive Director in the development of funding strategies to support new programs and services

ACCOUNTING AND ADMINISTRATION:
- Oversee production of monthly and annual financial statements and ensure proper maintenance of all accounting systems and functions; Supervise fiscal analyst and the part-time bookkeeper
- Ensure maintenance and develop new internal controls and financial procedures
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for government funders, foundations, Executive Director, and Board of Directors
- Coordinate audits and filing of all tax returns
- Ensure legal and regulatory compliance all financial and fiscal functions

FINANCE:
- Oversee cash flow planning and ensure availability of funds as needed
- Oversee cash, investment, and asset management
JOB ANNOUNCEMENT: FINANCE MANAGER
POSTED: July 01, 2020

PLANNING, POLICY, AND FINANCIAL PARTNER RELATIONS:
• Coordinate the development and monitoring of budgets
• Develop financial business plans and forecasts
• Coordinate the finance committee of the Board of Directors and Executive Director
• Work with Executive Director in the development of short-, medium-, and long-term financial plans and projections
• Represent the organization to financial partners, including financial institutions, donors, foundation executives, auditors, etc.
• Remain up to date on nonprofit financial management best practices and state and federal law regarding nonprofit operations
• Provide guidance to the Executive Director on financial decisions including risk management
• Other duties as assigned

REQUIRED QUALIFICATIONS:
The Finance Manager will be a seasoned and mature leader with at least 5 years of broad finance experience. The FM will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a nonprofit with multiple funding sources including local government contracts.

• Nonprofit financial management experience required.
  A minimum of a BS or BA degree in Financial Management, Accounting, Public Administration, or equivalent; CPA license and/or MBA degree is a plus.
• Minimum of 5 years of finance and accounting experience, including finance, accounting, audit, and analysis preferably in a nonprofit organization with a budget of at least $4 million
• Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, cost allocation, forecasting, compliance, and reporting.
• Excellent communication skills are essential, particularly in regard to presenting the results of analyses to management.
• Must have intermediate to advanced Microsoft Office skills. Must also be proficient in QuickBooks and/or other web-based finance/accounting systems
• Strong analytical skills with the ability to organize and analyze significant amounts of information with exceptional attention to detail and accuracy
• Experience maintaining confidentiality of sensitive information
• High level of organization and time management with an ability to focus and prioritize in stressful situations
• Highly collaborative work style and ability to work effectively within a team to identify and accomplish goals
• Ability to problem-solve with little to no guidance
• Willingness to learn from others, take feedback, and make adjustments to communication and behavior
• Commitment to upholding the mission and values of MHASF.

TO APPLY:
We only accept applications through our online portal: https://mentalhealthsf.formstack.com/forms/
Applications require all the items to be considered complete; applications that do not include all documents will not be considered: (MS Word or PDF format)

1) An up-to-date resume
2) A thoughtful cover letter describing your unique qualifications for and interest in this role

If you believe you may need a disability accommodation to participate in this application and/or interview process, please contact us at careers@mentalhealthsf.org or call (415) 421-2926 x337.

Applications that are missing a cover letter or résumé cannot be considered. Application review and interviews will be conducted on a rolling basis until the position is filled. Other than accommodation requests, no phone calls about this position, please.
Equal Opportunity Employment Statement
Mental health challenges can affect anyone at any time, regardless of identity or background, and consequently the communities we serve are highly diverse. As a peer-run organization, we also recognize the importance of lived experience as an irreplaceable form of expertise and as a basis for building trust and providing effective services. We welcome and strongly encourage people from historically marginalized and economically disadvantaged groups, including people who identify as disabled or neuro-divergent, to apply to work with us.

MHASF is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.