



GREATER FARALLONES ASSOCIATION

Job Title: Finance/Office Manager
Position Status: 24-40 hours/week (negotiable)
Reports to: Executive Director

The Greater Farallones Association is a nonprofit located in the Presidio in San Francisco whose mission is to ensure that the Greater Farallones National Marine Sanctuary remains an ecologically diverse and globally significant ocean environment.

Primary Responsibilities:

The Finance Officer is an integral member of the Associations entire team and plays a key role in the Associations' ongoing success. Specific responsibilities include management of all accounting and financial reporting functions, administration of the payroll and employee benefits program, and participation with the Associations' Finance Committee.

Specific Activities include but are not limited to:

Financial Management: Working with Board and Executive Director to develop short- and long-term financial plans. Develop and monitor annual operating budget. Present financial statements and analysis reports to the Finance Committee. Support staff in developing and managing budgets for contracted work.

- Responsible for all bookkeeping via QuickBooks: A/P, A/R, receipts and disbursements
- Perform month-end closing, prepare and record account reconciliations and journal entries. Ensure accurate financial reports are produced.
- Prepare and submit government contract and subcontract invoices and track that payments are made
- Prepare financial reports and maintain a tracking system for restricted foundation grants, government contracts and fiscal sponsor programs
- Prepare financial reports for finance committee, executive director, grantors, program staff and fiscal sponsors
- Prepare grant and budget analyses as requested
- Function as controller and work closely with the finance committee to determine financial health of the organization
- Process bi-monthly payroll
- Setup and track vacation and sick hour accruals
- Prepare 1099s and annual sales tax return
- Work with (outsourced) tax accountants, auditors to ensure timely filing of Federal, State, and local tax returns and other required reports
- Coordinate, support and prepare for annual financial audit
- Prepare DCYF annual audit
- Prepare worker's compensation reports

- Maintain and renew annually workers comp, liability and director and officers insurance
- Obtain certificates of insurance for program staff
- Provide accounting services for Sanctuary Supporters LLC a partnership associated with Greater Farallones
- Work closely with our federal partner the Greater Farallones National Marine Sanctuary
- Pick up mail at the Presidio post office

Human Resources Management:

- Process and coordinate all personnel forms and benefits administration
- Maintain staff handbooks, personnel records and advise staff in compliance with government requirements.

Qualifications:

- The ideal candidate is an exceptional numbers person. They are highly organized, detail oriented, results driven, able to prioritize in a fast-paced environment, and never miss a deadline
- Minimum of 3-4 years experience in non-profit accounting preferred
- Mastery of Microsoft Office and QuickBooks is required.
- Able to work with minimum supervision and multitask projects.

Salary: \$32/hour with generous benefits

Application Deadline: Submit your resume, cover letter and references to finance@farallones.org.

Thank you in advance for your interest in the Greater Farallones Association. Due to the volume of applicants, only candidates who will be invited to interview will be contacted.

Greater Farallones Association is an equal opportunity employer

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