



Position Available: Finance & Administration Manager

Position Type: Full-time

Position Purpose: The Finance & Admin Manager position ensures a productive work environment by managing our daily, weekly, and monthly financial processes and administrative systems. Reporting to the Director of Finance & Administration and supervising two Finance & Administration Associates, the Finance & Admin Manager will oversee activities like accounting entries, account reconciliations, budget reports, and payroll processing. Secondly, like all staff members on our team, you will also get out in the field to coordinate and lead engaging volunteer experiences. This position is based in San Francisco, allowing for some flexibility to work from home and our office (specific tasks will require time in our office) and provides a few opportunities to work at various nonprofits, parks, and schools throughout the Bay Area on outdoor and indoor volunteer projects.

You are great at paying attention to small details while not losing focus of the bigger picture. You enjoy doing “back office work” while at times being out in front of groups of volunteers to keep you connected to the mission of the organization. And you are passionate about the work that volunteers can provide to the community. Does this sound like you? If so, you should read more about the position below and then apply!

Position Responsibilities

Finance (~60%)

- Supervise two Finance & Admin Associates who provide daily finance task support.
- Manage our accounts payable/accounts receivable processes (Tallie, Bill.com, & Quickbooks Online).
 - Ensure bills, receipts, and credit card transactions are processed through our expense reporting apps and that expenses are coded to the appropriate expense accounts.
 - Reconcile all banking and credit card accounts.
 - Prepare journal entries, including monthly closing and allocation entries.
- Ensure timely completion of our month-end close and annual checklist of financial tasks.
- Manage our bill payment system (Bill.com) and expense reporting system (Tallie); Ensure updates are completed as necessary and troubleshoot any problems.
- Create financial reports as needed.
- Support the annual audit process.

People Operations/HR (~15%)

- Prepare and process payroll.
- Maintain our timesheet app (Zenefits) to ensure that timesheets are completed and approved on time for each pay period.
- Assist with onboarding/offboarding and training of employees.
- Support staff in developing good communication habits through Gmail, Calendar, and Slack.
- Provide first line of contact for employee’s questions about benefits.
- Assist with other administrative duties as needed, including but not limited to support for our Executive Director, Board of Directors and Management Team.

Administrative (10%)

- Provide oversight management of our office space. Ensure that:
 - The office is clean, organized, and maintained with necessary supplies and equipment.

- All vendors related to our office space are managed (janitorial, gas/electric, security, web domain renewals, etc).
 - Incoming mail is distributed. Office keys and technology equipment are inventoried.
- Oversee our donor acknowledgement processes.
 - Issue invoices, receive and deposit payments
 - Process acknowledgement letters for donations received.

Responsibilities of all HandsOn Bay Area Staff

- Embrace HandsOn Bay Area's mission and core values.
- Be ambassadors for HandsOn Bay Area in the community.
- Support the fundraising efforts of the organization.
- Act as leaders on HandsOn Bay Area corporate service projects as necessary (~15%).

Volunteer Project Development

- Coordinate and/or conduct site visits with nonprofit agencies to scope out which activities the volunteers will complete either virtually or in person (examples: career readiness assistance or gardening).
- Research, organize, and prepare plans to make the volunteer project a success.
- Communicate professionally with corporate clients about the details of the events.

Day of Volunteer Project Management

- Ensure that the project experience is productive, safe, and fun for the volunteers.
 - Welcome, direct, and instruct/manage large groups of volunteers.
 - Communicate clearly with volunteers to articulate goals of the project.
 - Troubleshoot any problems that might arise.
 - Coordinate project wrap-up/clean-up as the project is ending.
 - Ensure that the project goals are met.
- Occasionally work in our warehouse to organize and package supplies for volunteer projects and assist with supply delivery/retrieval.

Requirements

- Experience with Quickbooks Online, Salesforce, Bill.com, Tallie and Google Sheets (or similar applications).
- At least 1 year of supervisory experience.
- Able to look at problems from multiple directions to solve them.
- Have practical computer skills and intuitive knowledge around the use of technology.
- Familiarity with Google Suite: Gmail, Calendar, Drive, Sheets, Docs, and Slides.
- Enthusiasm around training coworkers to adapt to ever changing technology/apps that will make them successful in their roles (from copiers to computers, and apps to databases/spreadsheets).
- Great customer service skills; good interpersonal and communication skills, written & verbal for collaboration amongst coworkers and external contacts.
- Ability to organize and plan virtual and in-person volunteer projects.
- Comfortable speaking in front of/facilitating groups (from 10 to 100+), virtually and in-person.
- Able to provide positive supervision and mentoring for volunteers at a project.
- Detail oriented. Able to multi-task with flexibility to work in a fast-paced, team-driven environment.
- Valid CA driver's license (or willingness to obtain one) for travel to projects in the Bay Area.
- Ability to lift and carry event supplies and load them into our fleet.

Traits

- A team player who can also work independently AND have fun!

- Interested in nonprofit work and believes in the value of community service.
- Likes organized spaces and attention to detail. Has good time-management skills.
- Enjoys creating and maintaining a fun and productive office environment.
- Patient and resourceful when it comes to problem solving.
- Professional demeanor in person, in virtual meetings, and in email communications.

HandsOn Bay Area is committed to making diversity, equity, and inclusion part of everything we do. Bring your true self. Uniqueness is powerful.

Compensation

\$68,000 - \$75,000 yearly (based on experience).

Includes a comprehensive benefits package:

- Health, vision, and dental insurance (premiums 100% covered for the employee, 50% for spouse/registered domestic partner/children). Life and short term/long term disability insurances fully covered for the employee
- 401k plan with up to 4% salary match
- 15 vacation days (first 3 years), increasing to 20 days (years 4 & 5), and 25 days (years 6+)
- Accrual of up to 9 sick days per San Francisco Paid Sick Leave Ordinance
- 9 holidays each year
- 8 hours of community service time off
- Sabbatical in year 7 (2 weeks) and years 10, 15, 20,...(1 month)

Important Dates

- Application Due Date: ongoing until position is filled.
- Virtual Interviews: Ongoing on a rolling basis. If interested, do not delay in applying.
- Start Date: as soon as possible

Apply now!

Email a cover letter and resume (please convert all attachments to pdf) to jobs@handsonbayarea.org.

1. Include the following email subject line: Finance & Admin Manager - [insert your last name].
2. Address the following in your cover letter: What excites you the most about this dynamic position?

HandsOn Bay Area's Core Values and Mission

Mission

People Helping People™

About Us

HandsOn Bay Area creates awesome volunteer projects to connect companies and people like you to schools, parks and nonprofits that need your help.

HandsOn Bay Area volunteering projects address critical community issues such as hunger and homelessness, the environment, youth development and more. Each year, we mobilize 27,000+ volunteers to help 250+ local schools, parks and nonprofits with over 69,000 hours of volunteer support.

[Check out one of our videos for an example of our work.](#)

Core Values

HandsOn Bay Area works to make positive change in our community while modeling an organizational culture that allows all team members to succeed. We strive to uphold the following values in all that we do.

- **High-Quality Programming**

HandsOn Bay Area provides high-quality experiences that fuel further action. High quality is the lens for all of our partners - volunteers, agency partners and corporate partners. If we let someone down, we will work to make it up to them as quickly as possible.

- **Service Unites**

HandsOn Bay Area believes that the challenges and issues that we as humans face in the world can be met and improved through the powerful human connections created by service. We are guided by Dr. King's profound statement - "Everyone can be great because everyone can serve." Service is the path by which we can all take part in the healing of our world.

- **Corporate Social Responsibility**

HandsOn Bay Area believes that corporate partners can be positive contributors in the community. We seek to guide and direct the energy of our corporate partners to do good by creating high quality programming rooted in the real need of the community.