



## **We're Hiring!**

**Position Available:** Finance Manager

**Position Type:** Full-time

**Position Purpose:** Reporting to the Director of Finance, the Finance Manager will be responsible for managing our accounts payable/receivable processes, completing the day-to-day and month end bookkeeping, and creating various financial reports. This position will be part of the finance team and will supervise a Finance/Purchasing Associate.

### **Position Responsibilities**

- Maintain our financial records (Quickbooks Online)
  - Complete all accounts payable and accounts receivable processes.
  - Oversee company credit card transactions; process receipts for approval.
  - Make deposits.
  - Ensure reconciliation of all banking and credit card accounts.
  - Prepare journal entries, including monthly closing and allocation entries.
- Supervise a Finance/Purchasing Associate.
- Ensure timely completion of our month-end close checklist of financial tasks.
- Manage our bill payment system (Bill.com) and expense reporting system (Tallie); update them as necessary and troubleshoot any problems.
- Generate financial reports monthly and as needed; review reports to verify accuracy.
- Process all requests for Certificates of Insurance.
- Maintain our paperless filing and documentation system.
- Enforce proper accounting methods, policies, and principles.
- Maintain our chart of accounts and programs/classes.
- Assist with the annual audit and tax return.
- Other financial duties as assigned.
- Work in tandem with the Director of Finance and the Operations Team to manage/maintain the daily operations of the organization.

### **Responsibilities of all HandsOn Bay Area Staff**

- Embrace HandsOn Bay Area's core values and mission.
- 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.

### **Qualifications**

- Minimum of 3 years of bookkeeping experience.
- Experience using Quickbooks Online.



- Knowledge of apps that connect to Quickbooks online (such as Bill.com, Tallie).
- Excellent computer skills; expertise in using Google Apps (Drive, Docs, and Sheets).
- Strong analytical skills.
- Highly organized with great attention to detail and accuracy.
- Excellent time management skills.
- Efficiency-minded and compliance-oriented.
- Strong knowledge of budgeting, bookkeeping, and generally accepted accounting principals.
- Professional demeanor; strong customer service skills.
- Good interpersonal and communication skills, both written and verbal.
- Self-starter. Able to work both independently and as part of a team.
- Ability and flexibility to work in a fast-paced environment.
- Interest in nonprofit work and belief in the value of community service.

### **Important Dates & Information**

- Applications will be accepted until the position is filled.
- Start date: As soon as possible.

### **Compensation (example)**

\$55,000 - \$60,000 yearly (depends on experience). Includes a great benefits package (full health/vision/dental insurance, 3 weeks vacation, community service time off, sabbaticals, and 401k plan with matched contributions up to 4% of salary).

### **How to Apply**

Email a cover letter and resume to [jobs@hoba.org](mailto:jobs@hoba.org).

1. Include the following email subject line: Finance Manager - [insert your last name here].
2. Address the following in your cover letter: How would you successfully balance maintaining a good relationship with your coworkers while enforcing company policy/procedures?

*HandsOn Bay Area is an Equal Opportunity Employer that values diversity. We are committed to providing employees with a work environment free of discrimination and harassment of any kind. All employment decisions at HandsOn are based on business needs, job requirements and individual qualifications without regard to race, color, religion, creed, sex, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation, gender identity, family or parental status, or any other consideration protected by federal, state or local laws.*

### **People helping people™**

HandsOn Bay Area connects companies and people with high-quality volunteer projects through our extensive network of local nonprofits and schools in need. We help companies - including Google, Salesforce, Levi's and many others - create customized volunteer events to make their employees happier and better serve society. And we offer hundreds of volunteer projects each month to anyone who wants to help, covering all the causes people care about.

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