

Position: Finance Manager
Salary: \$4,583.33 per pay period, annualized at \$110,000, with employer-covered health benefits
Reports to: Director of Finance

Conard House, Inc. is a nonprofit organization empowering people and restoring hope. We work with a diverse adult population and strive for diversity by respecting experience, promoting inclusion and building community. Conard House Inc. contracts with the San Francisco Department of Public Health and Department of Human Services to provide a cohesive array of support services to a client population. This position is with Conard House, Inc.'s Administrative Accounting Department, which oversees the organization's financial and accounting functions. Conard House Inc. is a committed equal opportunity employer; Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Qualifications:

- 4+ years of progressive experience in finance, accounting, or related field, with at least 2 years in a supervisory role.
- Non-profit experience required.
- Controller, Senior Accountant, or Finance Manager experience preferred.
- Proven supervisory experience with the ability to effectively lead and manage staff, including training, mentoring, and program oversight.
- Bachelor's degree in accounting, Finance, Business Administration, or related field. An equivalent combination of education and experience will be considered.
- CPA certification preferred.
- Master's degree preferred but not required.
- Prior experience in nonprofit finance, including grant accounting, fund accounting, and donor reporting preferred. Candidates with nonprofit sector experience will be prioritized.

Responsibilities:

- Oversee daily accounting operations including general ledger maintenance.
- Prepare and analyze financial statements including monthly, quarterly, and annual reports.
- Manage budgeting and forecasting processes including annual budget development, quarterly reviews, and variance analysis.
- Hire, supervise and develop finance team members providing training, performance management, and professional development.
- Ensure compliance with nonprofit accounting standards, including fund accounting and grant reporting requirements.
- Coordinate audit processes by preparing documentation, responding to auditor requests, and implementing audit recommendations.
- Support grant management and reporting including financial compliance monitoring, grant budgets, and required financial reports to funders.
- Maintain internal controls and financial policies to ensure accuracy, security, and compliance with organizational and regulatory requirements.

- Provide financial analysis and reporting to support strategic decision-making, program evaluation, and organizational planning.
- Collaborate with Director of Finance on financial planning, cash flow management, and board presentations regarding organizational financial health.
- Responsible for managing FIU contract.
- Supervise employee under FIU contract and finance department staff, ensuring effective team coordination, workflow management, and departmental performance. Report to Director of Finance and work collaboratively to manage the team.

To apply, please send your resume to apply@conard.org with the job title as the email subject. Cover letters are appreciated, especially those that express your intent and interest in working at Conard House.

Conard House is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation, or national origin. Pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records for employment.