

Position: FIU Program Assistant

Salary: \$31.25 per hour (Non-Exempt), annualized at \$65,000, 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. Administrative Accounting Department, which over sees the organizations 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.

Summary:

The Finance department's program assistant provides critical financial and administrative support to the organization by performing a range of accounts payable and accounts receivable duties, ensuring accuracy, timeliness, and compliance with internal procedures and external regulations. This position also assists with Representative Payee services, including managing client checks through Panoramic software, and acts as a backup to the Fiduciary Intermediate Unit (FIU) to maintain continuity of fiduciary responsibilities when needed. The Finance Program Assistant plays an important role in maintaining the financial health of the organization, supporting both internal teams and external stakeholders with efficient, accurate financial services.

Qualifications:

- Associate's degree in Accounting, Finance, or related field (Bachelor's preferred) or equivalent work experience.
- 1-2 years of relevant experience in AP/AR or general accounting.
- Proficiency with ERP accounting software and Microsoft Excel required.
- Strong attention to detail and high level of accuracy.
- Excellent communication and interpersonal skills.
- Ability to prioritize work and meet deadlines in a team-oriented environment.

Responsibilities:

- Assist with Representative Payee Services, including overseeing the issuance and management of client checks through Panoramic software.
- Act as a backup to the Fiduciary Intermediate Unit (FIU) when the primary FIU staff is out, ensuring continuity of services related to client funds management and representative payee responsibilities.
- Perform Accounts Payable (AP) and Accounts Receivable (AR) functions, including processing payments, invoicing, account reconciliation, and maintaining accurate financial records.
- Maintain compliance with agency, contractual, and legal requirements related to financial transactions and representative payee duties.
- Provide timely and accurate financial support to clients and internal departments, ensuring smooth operation of day-to-day financial services.
- Review and verify invoices and check requests.

- Match invoices to purchase orders (POs) and receiving documents.
- Enter and upload invoices into accounting systems.
- Assist with monthly closings related to payables.
- Follow up on, collect, and allocate payments.
- Research and resolve payment discrepancies.
- Reconcile accounts receivable ledger to ensure all payments are accounted for and properly posted.
- Prepare and assist with audits (internal and external).
- Maintain accurate and organized financial records.
- Responsible for ordering supplies for accounting department, mail and getting checks signed as needed.
- Support other finance department projects as assigned (e.g., system upgrades, reporting projects).

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.