



Job Title: Finance Manager

Schedule and FLSA: Exempt, Full-Time - 40 hours/week

Pay Range: \$80,000 - \$87,000/year salary

Location: San Francisco, CA; 100% in-person

Mission: [The Booker T. Washington Community Service Center](#)'s mission is to empower the lives of our community by offering individuals and families the services and support they need to become self-sufficient. The oldest Black-led, Black-serving organization in San Francisco, BTWCSC has been a beacon of support and light for the Fillmore/Western Addition community for more than a century. Serving over 4,500 people a year, we work to reduce economic and racial disparities by serving as a one-stop hub that provides affordable housing, education, senior services, family stabilization, workforce development, and community building. BTWCSC is an anchor institution and is one of the few urban spaces where anyone in the community can access comprehensive services, from a hot meal to childcare to academic support to senior services. The Center is located at 800 Presidio Ave in San Francisco, CA.

Position Summary: The person selected for this position will be under the direct supervision of the Deputy Director and will be responsible for managing and driving the overall financial health of the organization which requires a reliable and organized Manager. This role also has administrative input and oversees day to day financial operations including procurement, program budgets and staying in compliance for audits and monitoring visits, collaborating closely with the accounting team. Ideal candidates will reflect the BTWCSC core values of compassion, collaboration, grace and grit and are responsible for complying with all BTWCSC policies and procedures.

ESSENTIAL DUTIES:

- Working closely with the finance and accounting team to keep up-to-date records of grant contracts and all amendments, grant budgets, and plan budget modifications ahead of grant expiry.
- Stay in close communication with the day to day operations and the funder/grantor to ensure all grant receivables are followed up for collection on a timely basis including invoicing.
- Coordinate with the accounting team to make sure finances and cash flows are available to cover budgets to ensure the programs have allocated funds to run successfully and smoothly.
- Participate in and coordinate monthly operations meetings with program managers regarding their budgets to ensure timely completion of deliverables.
- Submit donor receipt letters.
- Understanding of tools such as Quickbooks, Bill.com and Divvy.com or similar is preferred.
- Ensures compliance with City funders, coordinates monitoring visits, and liaises with the City auditors for the successful completion of all fiscal and financial audits.
- Contributes to the development, writing, and submission of project documents and proposals.
- Develop and set up systems for program monitoring and yearly independent auditing.
- Ability to build relationships with diverse stakeholders and lead cross functional teams on a variety of strategic initiatives in a dynamic environment.
- Engage with the Board Finance Committee on projects and organization needs.
- Comply with the internal procurement policy and implement processes outlined in the policy.
- Implement procurement procedures including a robust purchase requisition system that complies with the internal policies. Oversees the transactions/purchases and makes sure they have been allocated

correctly to the programs and administration, wherever relevant.

- Evaluate the need and oversee the distribution of Spend Cards for all program managers, and review approvals.
- Research vendors and choose the best combination of quality and cost.
- Coordinate with vendors/ subcontractors for vendor agreements and their successful onboarding and ensure smooth payment processing in line with established vendor credit policies.
- Train staff on procurement and expense procedures.
- Experience with project management and compliance related to local and state reporting requirements is desired.

JOB QUALIFICATIONS:

EDUCATION :

- BA/BS required, accounting majors preferred, as well as equivalent experience
- Experience working with Development Teams cross functionally when communicating organizational impact is highly desired
- At least 4 years of successful professional experience in a relevant financial and operational capacity

Certification, Licensure, Training: Applicants must complete all requirements of this job as directed by the Executive Leadership.

KNOWLEDGE/EXPERIENCE: Must have the ability to demonstrate and/or show competency in the following areas:

- To meet program goals as outlined in the BTWCSC Policies and Procedures Manual
- To keep confidences, loyalties and practice professionalism
- Be reliable and dependable
- If 21 years old, able to drive safely and within the required posted speed limit, have a valid license, current insurance, and a clean driving record; able to pass a defensive driving course
- Work a flexible schedule to meet Center needs.
- Exercise mature judgment and sound decision making.
- Communicate effectively both verbally and in writing.
- Learn, follow and enforce BTWCSC guidelines related to internal policies

PROFESSIONAL EXPECTATIONS: In addition to the responsibilities, candidates will exhibit and represent behaviors consistent with the expectations within the BTWCSC competency guidelines listed below:.

- Demonstrates a desire to serve others and fulfill community needs for vulnerable populations
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for clients.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

PHYSICAL REQUIREMENTS: Must be able to move 35 pounds safely. Must be able to effectively review documents. Must be able to adequately communicate to respond to members and interact with the public.

Must be able to remain in a stationary position during shift. Physical requirements are also typical of those needed in an office environment.

SCHEDULE: Regular business hours, Monday – Friday, 9am to 6pm. Occasional night or weekend hours as needed. Additional hours required for program activities include, but are not limited to, BTW events, evening and late-night duty, field trips, and/or staff meetings; a calendar will be provided in advance.

HEALTH & SAFETY: BTWCSC has implemented an org-wide vaccination requirement that requires all new staff to be fully vaccinated before their first day of work. We have made this decision for the safety of our participants and employees and to enhance our ability to continue to provide the vital services we offer to our participants. As part of the onboarding process, new hires will be asked to submit proof of vaccination status prior to their first day of employment. If you are unable to get vaccinated against COVID-19 for medical or religious reasons, you can request reasonable accommodation. An interactive meeting will be scheduled to discuss your request.

BENEFITS & COMPENSATION:

BTWCSC offers a competitive compensation package with paid time off and holidays, generous health and retirement benefits, and a salary commensurate with experience. This position is full-time and exempt with an annual salary range of \$80,000 to \$87,000 plus a full benefits package, including:

- 100% employer covered excellent health, dental, and vision benefits
- Paid time off, including 15 days paid vacation, plus holidays and Center 4x year breaks/closures on top of accrued PTO
- Workers compensation;
- Employee assistance program;
- Monthly wellness benefit after 90 days;
- Access to daily meals;
- Commuter benefits;
- Life and disability insurance
- 401(k)
- Professional development opportunities, including conferences, seminars, webinars, and trainings

BTWCSC is an Equal Opportunity Employer, committed to hiring a diverse workforce. All openings will be filled based on qualifications without regard to race, color, sex, sexual orientation, gender identity, national origin, marital status, veteran status, disability, age, religion or any other classification protected by law. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

To Apply:

- People of color and candidates with lived experience are strongly encouraged to apply.
- Please submit the following:
 - Cover letter detailing your fit and qualifications for the position
 - Resume or CV
 - Minimum of 2-3 references including at least one recent supervisors
 - Application submission screening will be completed on a rolling basis.

800 Presidio Avenue | San Francisco, CA 94115 | 415-928-6596 | www.btwcsc.org

- A background check consisting of employment history, professional references, criminal check and educational verification will be conducted. All applicants will be required to pass the background check to the satisfaction of BTWCSC's standards including no history of real or perceived fraud, misconduct or convictions related to financial wrongdoing.