



Position Description: Finance and Operations Officer

Position Summary:

The Finance and Operations Officer is a key member of the San Francisco-based team, supporting the Executive Director (ED) in key fund and business development activities, organizational financial management, and Board of Director relations. The principle objectives for the Finance and Operations Officer are to (1) manage routine accounting, financial budgets, and reporting and provide analysis for effective forecasts and operational structures; (2) support organizational operations, such as contract management, insurance, legal and labor compliance in US and internationally and other key organizational functions; (3) support Board relations through clear communications of financial reporting and analysis. The priority of this position is to help assure the organization's financial health and support its governance for sound organizational development thereby enabling furtherance of FSD's programmatic mission and priorities.

Position Classification Status: this is an exempt position.

Salary Range \$55,000-65,000 annually

Major Duties and Responsibilities

A. Financial Management (70%)

- Support annual budget development including fund development and participant program targets for Board Review and approval.
- Manage organizational and program site operational budgets to assure financial health, growth, and program priorities as identified in the Strategic Plan.
- Perform all essential bookkeeping functions including: all aspects of accounts receivable and accounts payable; monthly reconciliations of all accounts; required journal entries
- Manage bank accounts and act as signatory authority
- Manage site expense reporting cycle and process
- Conduct regular financial monitoring and analysis (cash flow, budget actuals and projections, etc.) and provide ED with reports and forecasts.
- Develop funding and business partnership program budgets, invoices and the review of contracts.
- Work with staff as appropriate in achieving financial management goals.
- Ensure accounting accuracy and production of analytical reports.
- Support preparation and conducting of annual audit and tax reporting.
- Working with other staff, provide input to organizational and program site operational strategies supporting financial health and program goals.
- Provide key input to Strategic Plan work planning in financial management areas.

B. Operational Management (20%)

- Manage all human resource functions, including onboarding and exiting staff, benefit management, worker's comp claims, contractors, and payroll.
- Manage all vendor relations and contract negotiations, including office and equipment leases.
- Manage organizational insurance reviews and renewals.
- Working with other staff, provide input to organizational and program site operational strategies supporting financial health and program goals.
- Provide key input to Strategic Plan work planning in operational management areas.
- Manage internal networks, computers and printers. Act as the first point of contact for IT issues, and manage IT service providers when needed.



C. Board Relations (5%)

- Support the ED in coordinating Finance Committee and regular Board meetings and reporting.
- Support the coordination of and facilitate special board activities, such as Board & staff retreats and strategic planning.

D. Other (5%)

- Perform other related duties and activities to support the overall efficiency and development of the organization.

Expected Outcomes:

- Effective financial and operational management that maintains the stability and integrity of the organization as the strategic plan is implemented is achieved.
- Operational expenses are conserved while maintaining quality office environment.
- Human resources are efficiently managed for smooth staff and benefits support.
- The Board of Directors Finance Committee is supported to provide meaningful contributions of time and resources directly contributing to FSD's mission.

Supervision and Guidance

The Finance and Operations Officer functions under the supervision of the Executive Director, and is expected to carry out most job functions independently.

Qualifications and Experience

- Bachelor's degree, preferably in finance or accounting. CPA highly desirable.
- At least 5 years of professional experience; ideally with at least 4 years in accounting and financial management - including project accounting and cost accounting systems.
- An understanding of nonprofit accounting including skill at managing restricted and unrestricted funds and deferred revenue.
- Experience with audit, legal compliance, and budget development
- Experience with managing human resources procedures and compliance in California
- Experience with expense reconciliations involving multiple international offices
- Familiarity with legal compliance requirements associated with operating NGOs internationally
- Proven financial analysis skills including cash flow forecasting, financial modeling, and cost-analysis by operational center/function
- Demonstrated resourcefulness and good judgment
- Experience managing vendor contracts and office systems
- Experience developing reporting formats to guide management and board in decision-making
- Excellent interpersonal and team skills, very collegial
- Ability to multi-task while maintaining a vigilant attention to detail
- Experience using QuickBooks and Salesforce
- Spanish language skills preferred