

Finance & Operations Manager

Literacy for Environmental Justice
San Francisco, California

Based in the Bayview Hunters Point District of San Francisco, the mission of Literacy for Environmental Justice is to promote ecological health, environmental stewardship, and community development in Southeast San Francisco by creating urban greening, eco-literacy, community stewardship and workforce development opportunities that directly engage and support local residents in securing a healthier future. We have been serving Bayview Hunters Point for over 25 years, working with more than 30,000 program participants since 1998. The annual budget for the organization is nearly \$1,000,000.

Literacy for Environmental Justice is currently seeking an experienced and talented Finance and Operations Director to contribute expertise in the financial and operational management to ensure LEJ continues to thrive and grow as a sustainable organization. The incumbent will support LEJ in all aspects of bookkeeping and financial management, human resources administration, cross-functional collaboration and as a contributor in strategic planning including leadership roles.

Primary Responsibilities

Strategic Planning and Leadership

- Contribute financial expertise in the planning of new services to optimize funding resources and identify potential streams of revenue
- Manage and coordinate the annual development of the organizational budget using a proactive, collaborative and strategic decision-making process that strengthens LEJ as a sustainable and thriving organization
- Mentor program managers on budget management including cost monitoring, forecasting and budget creation for their programs
- Serve as a primary LEJ liaison in negotiating and managing all LEJ's contracts, including insurance policies

Bookkeeping and Financial Management

- Execute all aspects of financial bookkeeping as needed in QuickBooks
- Oversee payroll and associated tax payments
- Manage internal/external systems and controls for accounts payable and accounts receivable to ensure safe deposit and recording of incoming monies, timely payment of accounts, and internal cash-flow
- Monitor and forecast the immediate and longer-term cash needs of the organization
- Support the development and maintenance of a prudent reserve
- Manage investment of LEJ cash resources to both ensure the necessary accessibility and maximize financial return
- Coordinate and manage audit processes with internal staff, outside funders, consultants, and auditors
- Ensure proper preparation for timely IRS filing(s)

Human Resources

- Manage benefits administration
- Responsible for recruiting, on-boarding, off-boarding, employee check-ins and exit interviews;
- Development of, or modification to existing, personnel and operations policies and procedures
- Create an annual calendar for routine safety and policies/procedures training, and professional development
- Assure policies and procedures are in compliance with applicable HR, employment and personnel laws and regulations

Cross-Functional Collaboration

- Ensure strong internal communications between HR, Finance and other teams/departments within LEJ leveraging technology and tools to be efficient and effective
- Deliver accurate and timely financial information to the Development Team for government and foundation grant proposals and reports
- Coordinate with the Urban Greening and Program teams to support earned income tracking and reporting to support LEJ's goals

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Experience: Minimum 7 years in finance management and administration, with at least 3 years of nonprofit accounting experience preferred. Extensive budget development and oversight experience, and experience in the leadership of an annual audit process. Financial management experience.

Education: Bachelor's degree required.

Schedule: Full-Time. Regular weekday hours with occasional evening and weekend time. This is an off-site position with regular on-site meetings.

Compensation: Salary is commensurate with experience. Benefits include paid sick leave, paid vacation, and a reimbursable health benefits account through the City and County of San Francisco City Option Program. Preferred start date: July 1st, 2019.

How to Apply: Email resume, cover letter and four professional references to nicole.mcclain@lejyouth.org. Include "FM" – [Your Name]" in the subject line.

Literacy for Environmental Justice is an Equal Opportunity Employer. Literacy for Environmental Justice strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply.