

Job Title: Director of Finance and Accounting **Classification:** Regular, Full Time
Department: Finance/Accounting **Reports to:** Executive Director

Company Overview

For more than 50 years, Berkeley Food & Housing Project (BFHP) has provided a comprehensive range of housing, food, and support services to help those in need move from homelessness into a safe and affordable home of their own. We serve in six counties in the bay area - Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County and Amador County. We are proud of our team members who are very dedicated in our mission *to ease and end the crisis of homelessness in our communities.*

Essential Duties and Responsibilities

- Oversee day to day operations of the Finance and Accounting Department.
- Provide leadership and supervision to the Finance & Accounting team.
- Develop organization-wide financial strategy in partnership with the ED.
- Manage the financial aspects of grants and contracts, including monitoring grant spend-down, ensuring fiscal compliance with funder requirements, and maintaining restricted funding schedules.
- Oversee and lead annual budgeting and planning process in conjunction with the ED and department managers; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status; review financial results, including budget to actual reports, with department managers and assist them in managing results as needed.
- Coordinate and lead the annual audit process, liaise with external auditors, BFHP Leadership team and Board of Directors as needed.
- Manage weekly organizational cash flow and forecasting, monthly close and internal reporting to all program teams.
- Ensure that the contract billing and collection schedule is adhered to and that billings are complete and appropriate; review cost allocation approaches periodically for efficiency and effectiveness; Coordinate MAA / TCM and Claims Administration.
- Update and implement all necessary business policies and accounting practices.
- Analyze and effectively present critical financial matters to the ED and board of directors, including quarterly and year-end financial statements and the annual budget.
- Ensure maintenance of appropriate internal controls; Stay abreast of changes to GAAP and financial management trends in the nonprofit sector and .ensure Agency accounting procedures conform to GAAP and OMB A-122 rules and regulations.
- Oversee preparation of all state, local and federal tax returns and filings.
- Periodically review all administrative processes for control improvements, cost savings and efficiency
- Collaborate with program and development staff on grant and contract budgets and reports; participate in government funders' financial reviews
- Represent BFHP at key events and meetings as needed.
- Complete all assigned staff trainings.

- Maintain confidentiality regarding financial information, clients, personnel and other internal agency affairs.
- Perform other tasks as assigned by supervisor.

Qualifications, Skills and Abilities

- Bachelor's degree in accounting or related field required; CPA a plus.
- 10+ years of experience in increasingly responsible positions in finance and operations. Must have prior experience in nonprofit organization and managing a team.
- Non-profit finance and accounting knowledge and experience as demonstrated by a thorough understanding of organizational audited financial statements, budgets, monthly reports, and projections, as well as underlying general ledger transactions, chart of accounts, direct program expenses and allocations, indirect cost structure and allocations, and grant and contract budgets.
- Technology savvy with experience overseeing software administration and managing relationships with software vendors; Proficiency in Quickbooks and Excel..
- Excellent verbal, written and interpersonal skills, and the ability to communicate technical budget and financial information to board members and staff who do not have accounting or financial backgrounds.
- Detail-oriented, analytical, responsible and self-motivated, and able to multi-task and problem solve.
- You have personal qualities of integrity, credibility and a commitment to and passion for BFHP's mission.
- You have a sense of humor!
- You are resourceful with a *can do attitude!*
- Must have a valid driver's license, reliable personal vehicle and clean DMV record.
- Must be able to obtain background and credit check clearance.

Special Requirements

- Must have a valid driver's license, reliable personal vehicle and clean DMV record.
- Must be able to obtain background check clearance.
- Must be able to lift or move up to 50 lbs.

We are extremely proud of our diverse team and welcome all qualified applicants regardless of race, color, religion, age, sex, language, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Job Type: Full-Time

I have received a copy of my job description and understand all of my responsibilities.

Staff Signature

Date



**BERKELEY FOOD &
HOUSING PROJECT**

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