



Z E R O D I V I D E™

COMMUNITY / TECHNOLOGY / OPPORTUNITY

Job Description

Position / Title:	Accounting and Finance Manager
Department:	Operations
Responsible to:	Chief Financial & Operations Officer (CFOO)
Location:	San Francisco, CA
FLSA Status:	Exempt
F.T.E.:	Full-Time

Position Summary

The Accounting and Finance Manager plays a critical role in directing ZeroDivide's (ZD) growth as an innovative leader in nonprofit philanthropy. Reporting to the Chief Financial and Operations Officer (CFOO), the Accounting and Finance Manager will be responsible for oversight of all finance, accounting, and reporting activities.

The Accounting and Finance Manager is responsible for leading the day-to-day finance operations. Functional responsibilities include oversight of the routine accounting, accounts payable, accounts receivable, and federal contract compliance and administration. The Accounting and Finance Manager will ensure that ZeroDivide has the systems, policies, and procedures in place to support effective program implementation and conduct flawless audits. The ideal candidate will have a demonstrated capacity to work closely with program leaders and support staff to not only educate them regarding finance and accounting procedures, but also explore how the Finance function can support program operations.

Essential Functions (may include, but not limited to the following):

Finance and Accounting Leadership

- Manage day-to-day accounting activities including bank deposits, invoice postings, journal entries, review and process credit card and expense reports, and ensure compliance with GAAP standards and regulatory requirements. Prepare weekly checks, monthly reconciliation of banking and investment accounts.
- Oversee grants accounting: ensure that expenditures are consistently aligned with grant and program budgets throughout grant/fund period; collate financial reporting materials for government, corporate and foundation grants.
- Maintain internal control and safeguard for receipt of revenue, costs,

program budgets, and actual expenditures. Develop and/or improve controls as needed.

- Manage organizational cash flow forecasting by working in partnership with CFOO.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements.
- Support CFOO in engaging the board's audit and finance committees including prepare board packet, minutes, and conduct timely follow-up for committee meetings.
- Coordinate all audit activity.
- Work closely with CFOO and Department Directors to produce yearly organizational budget and monitor results against budget on a monthly basis.

Team Leadership

- Continual improvement of budgeting process through education of department managers on financial issues impacting their budgets
- Works together with IT Systems Manager and Operations manager to identify operational efficiencies such as fixed assets tracking.
- Participates in organizational financial planning, evaluation and decisions.

Additional duties

- Partners effectively with individuals within the organization and external community leaders to achieve programmatic results
- Participate in 360 trainings and shares financial expertise related to grantees or ZD programmatic initiatives
- Advises CIT Team on potential financial outcomes of prospective grant applications and reports
- Negotiates and resolves conflicts in a timely and decisive manner
- Networks with other finance professionals for skills enhancement, leadership opportunities, and increasing visibility of ZeroDivide within the non-profit and philanthropic sector.
- Additional duties as assigned.

Qualifications:

This is an extraordinary opportunity for a mature leader with five to seven years of accounting experience, ideally beginning in accounting and audit followed by experience gathering, evaluating, presenting, and reporting financial information to executive teams and external stakeholders. S/he will ideally have experience in a complex nonprofit that has multiple programs. Other qualifications include:

- Personal qualities of integrity, credibility, and unwavering commitment to ZeroDivide's mission; a proactive, hands-on strategic thinker who will own the responsibility of finance;
- Minimum of BA with 5+ years paid work experience as a Controller, Accountant or Bookkeeper (preferably in the philanthropic or non-profit sector); CPA or MBA preferred/

- Proven ability to manage all financial activities of an organization; demonstrated experience in preparing and presenting financial statements and reports; coordinating audits, and ability to work well with senior staff and board committees.
- Track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential,
- Technology savvy with experience evaluating accounting software and other technology tools that enhance current department efficiency.
- Keen analytic, organization, and problem solving skills, which allows for strategic data interpretation vs. simple reporting.
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.

Compensation:

Commensurate with experience with generous employee benefits, including comprehensive health, dental, and vision benefits and 401k plan.

To Apply:

Email cover letter and resume to:

jobs@zerodivide.org

No phone inquiries. Position will remain posted until filled.

ZeroDivide is an Equal Opportunity Employer with a strong commitment to creating a workplace that is representative of the richness and diversity of the people of California.