

**Finance Manager, Full-Time**  
**Grail Family Services**  
**Job Description**



**Job Title:** Finance Manager  
**Classification:** Full time, Exempt  
**Salary Range:** \$80,000 to \$90,000 per year, plus benefits  
**Reports To:** Executive Director

**Grail Family Services Overview**

Grail Family Services (GFS) partners with families, schools, and communities to promote children’s success and well-being. We operate in a community where more than 50% of the children in local schools are not reading at grade level. At our preschool program, we strive to inspire a lifelong commitment to learning and to foster the intellectual, creative, social, emotional, and physical growth of all our students. We believe that strong partnerships with parents are the key to success. We support children’s learning and development through innovative programs and partnerships that promote active learning and family engagement such as our Family Math Program, implemented in partnership with Stanford University’s DREME Network and our Building Blocks of Parenting™ (BBP) App implemented in partnership with Santa Clara County Office of Education Head Start Program and FIRST 5 Santa Clara County. To fulfill our mission, we are part of several local, statewide, and national initiatives (Family Math, Economic Mobility). For more information, please see our website at [www.gfsfamilyservices.org](http://www.gfsfamilyservices.org).

As part of our work, we prioritize collective impact; we understand that one organization alone cannot address all the needs of our community. To that end, we are founding members of the Si Se Puede Collective (please see below).

**Si Se Puede Collective Overview**

The SSPC comprises five anchor organizations in the Mayfair neighborhood of East San José – Amigos de Guadalupe, Grail Family Services, the School of Arts and Culture at MHP, SOMOS Mayfair, and Veggielution. The SSPC formalizes the shared commitment of these organizations to serve low-income families living in the Mayfair community. By coordinating the work of these organizations, the SSPC aims to produce a much greater positive impact in the community than any one organization can do alone. The vision of the SSPC is for a Mayfair community that is rooted and thriving, where resilient families have confidence in their gifts, choices, and dreams. The mission of the SSPC is to leverage the collective’s creativity, services, and advocacy to create opportunities and access to basic needs, education, literacy, and community engagement. The individual organizations of the SSPC are committed to the following impact strategies to achieve its vision and mission:

- Promote a shared vision and sense of belonging that honors the artistic and cultural identity of Mayfair and empowers the community
- Promote quality learning for all children with a focus on student success
- Ensure youth are culturally competent to navigate and experience the broader world
- Provide culturally competent, impactful, and coordinated services and resource referrals to meet the needs of families
- Promote community-led advocacy and organizing efforts for policy and systems change, and
- Promote smart development without displacement in the Mayfair community

**Position Summary**

The Finance Manager is responsible for managing the financial activities of the organization, including financial analysis and planning, accounting operations, accounts payable, payroll, reporting, budgeting, and external audits. S/he establishes or improves upon the organization's financial policies and procedures. The Finance Manager is responsible for ensuring legal and regulatory compliance of the financial functions. Additionally, the Finance Manager collaborates with senior management, and prepares reports for the finance committee. He/she is the interface with external parties in regard to invoicing, project reporting and state and tax registration and reporting.

A strong work ethic, attention to detail, strong team-player, and demonstrated knowledge of technical and operational accounting and finance functions are a must.

### **Management Responsibilities**

- Collaborates with Accounting Firm to propose recommendations on finance and accounting areas for the organization.
- Provide useful financial insights to help make better decisions about formulating and executing strategy and provide guidance and analysis to executive and operational management to improve results.
- Maintain system of accounts and keep books and records on all transactions and assets.
- Prepare and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- Maintain control of the following areas: general ledger, accounts payable, expense reports, billing, and payroll.
- Provide oversight on our payroll processing activities. Collaborating with Facilities Manager and Accounting Firm.
- Assist in the management of grants reporting, compliance, and reconciliation.
- Prepare a variety of ad hoc financial scenarios as requested.

### **Transactional Responsibilities**

- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- Manage, oversee, process (as appropriate), and act as backup for processing all of the following transactions: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Ensure timely production, and support review of, project invoices.
- Support the annual budget preparation process.
- Maintain an orderly accounting filing system

### **Reporting Responsibilities**

- Assist Accounting Firm in issuing timely, accurate, and complete financial statements for all levels, including Board of Directors, executive, and management.
- Assist in coordinating the preparation of the draft audited financial statements and all tax returns.
- Recommend and report upon benchmarks against which to measure organizational performance.
- Assist in production of cash flow reports, annual budget, and forecasts.
- Calculate variances from the budget and report significant issues to management.
- Provide for a system of management cost reports.

### **Compliance Responsibilities**

- Prepare and assist with developing audit schedules for the annual audit.
- Suggest improvements in processes to increase organizational effectiveness.
- Gather 990 information for the annual tax return.
- Prepare various tax filings, including: 571L, property tax return, exemption form, 1096
- Prepare and issue 1099s
- Oversee state registration filings.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree in finance, accounting or related field and a minimum of 5 years of relevant experience.
- Demonstrated progression in financial leadership and supervisory roles with at least three years of experience managing the finances of a \$2+ million nonprofit organization, with a mix of funding sources.
- Strong knowledge of general ledger, banking, job cost accounting, accounts payable, accounts receivable, fixed assets, and nonprofit taxes and registrations.
- Proficient in the use of financial software programs and Microsoft Office applications.
- Thorough understanding of nonprofit accounting and Generally Accepted Accounting Standards (GAAP).
- Familiarity with Generally Accepted Government Auditing Standards (GAGS) is desirable.
- Ability to prioritize multiple tasks and balance day-to-day tasks with strategic, long-term goals and timelines.
- Adept at presenting complex financial information in a clear manner to board members, senior management, staff members and others.
- Excellent written and verbal communication skills with the ability to communicate diplomatically in a diverse, multi-cultural environment.
- Cultural sensitivity and proven experience in working with multi-cultural, low-income, and underserved communities
- Ability to work closely with different professionals as part of a multidisciplinary team

### **Compensation and Benefits**

- Full time position, must be willing to work some evenings and/or weekends.
- Salary: \$80,000 to \$90,000 per year, depending on qualifications and experience.
- Full-time schedule (about 40-hours/week); with some evenings and/or weekend hours required.
- Medical, vision and dental insurance, valued at over \$6,000 per year, no employee shared cost.
- First year: 10 vacation days and 11 paid holidays with accrual based on 40 hrs. per week.
- Generous sick leave policy: 8 hours per month with accrual based on 40 hrs. per week.
- Eligible for 2 floating holidays per year after satisfying eligibility requirements.
- 401(k) Retirement Plan, employer match contribution.
- Flexible Spending Account (FSA).
- This position reports to the Executive Director.

**To apply please send resume and cover letter to:**

**Nereyda Hurtado, Associate Director, [nhurtado@gfsfamilyservices.org](mailto:nhurtado@gfsfamilyservices.org)**

No Phone calls please.

***Grail Family Services is an Equal Opportunity Employer (EOE). Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, disability, or veteran status.***