

## Job Description: Senior Finance Manager

SupplyBank.Org is seeking an ambitious professional with a minimum of 5+ years of experience in accounting and finance to join the team as Senior Finance Manager. The ideal candidate for this position will have a passion for social justice and systems change, and a strong record of accomplishment in accounting and finance work and building successful strategies for maintaining organizational financial health. The ideal candidate will be prepared to plug into a fast-paced office environment composed of a small but mighty (and growing) team working to address the basic needs of hundreds of thousands of low-income children and families throughout California to foster pathways out of poverty.

The position will also include the opportunity to have a significant role in the Oakport Street Project ([www.Oakport.Org](http://www.Oakport.Org)). This project includes our new 120,000 square foot mural covered distribution center and a 160,000 square foot nonprofit campus with several amenities such as a BART Shuttle, childcare, rooftop garden, shared meeting spaces and 1.25-acre rooftop farm. Part of the Senior Finance Manager's responsibilities may include partnering with a 3<sup>rd</sup> party to work on financial transactions for this project.

SupplyBank.Org personnel have worked from home since the onset of the Pandemic. Once it is safe, this position will be based at our office in Oakland, California. We encourage candidates from all backgrounds with the qualifications listed below and a sincere passion for making a lasting change in their community to apply.

## About SupplyBank.Org

### Mission Statement

SupplyBank.org is a collaborative and innovative non-profit agency that provides essential goods and services to children and families in vulnerable communities throughout California.

### Vision

SupplyBank.org replicates the Food Bank model and applies it to the delivery of basic tangible needs to children and families facing challenging situations. We seek to permanently and effectively transform the way people receive what they need to thrive.

### Background

SupplyBank.Org centralizes procurement and in-kind donations to provide upwards of \$3 worth of necessities for every \$1 invested. In few years prior to the Pandemic, the Organization provided more than \$27 million worth of materials including diapers, hygiene supplies, school supplies and refurbished laptops to hundreds of thousands of low-income children and families throughout California. Our largest programmatic footprint remains in the Bay Area, but with significant growth in all 58 counties.

By distributing materials through a statewide network of partnering agencies that provide additional resources supporting pathways out of poverty, we aim to both alleviate the immediate symptoms of poverty, while incentivizing families to participate in programs that provide pathways towards self-sufficiency. Leveraging

existing investments into the safety net enables SupplyBank.Org to distribute critical materials through an existing and trusted infrastructure with a leg up approach (no line), while minimizing our operational costs.

### **Oakport Street Project - Oakport.org**

Our next phase will begin with the completion of the Oakport Street Project Oakport.Org, which will include our new 120,000 sq. ft. distribution center, 160,000 sq. ft. nonprofit center, 24 hour childcare for employees, massive murals, a two-acre rooftop farm and reentry job training program with permanent placements. With its completion, our programs for poverty alleviation, immediate disaster relief and others will scale to meet regional and statewide needs. See more at [www.oakport.org](http://www.oakport.org).

### **COVID Response**

Since the onset of the Pandemic, SupplyBank.Org utilized its relationships with numerous state agencies, FEMA representatives and several other local agencies to establish and administer 58 county specific emergency supplies programs totaling several million dollars each quarter. While they vary in distribution points, all partner with each respective County Children and Families Commission, childcare providers for essential personnel, COEs and other programs through public health/social services agencies. Thousands of organizations throughout the state are beneficiaries and several Counties made supplemental appropriations towards the effort to increase scope and impact.

## **Principle Duties and Responsibilities**

The Senior Finance Manager will manage a set of accounting activities to ensure compliance with generally accepted accounting principles, organization policies and external audits. This person will manage accounts payable and receivable, payroll administration, monthly closing of accounts and preparation of reports in support of the financial statements. They will also lead the annual budget process for the organization, manage the organization's accounting software transition and support financial transactions for the Oakport Street Project as needed.

The Senior Finance Manager will report to and work closely with the Executive Director, Deputy Director, the Board of Directors' Finance and Audit Committee and others in the organization in the creation of the annual budget, in analysis and reconciliation of accounts, reports on program performance and in development and implementation of accounting policies, procedures and controls.

The ideal candidate possesses leadership capabilities, exceptional communication skills, a strong client service orientation, a solid accounting and finance background and works proactively to drive results. This person is a self-starter, flexible, has a high level of integrity and is action-oriented in a fast-paced, team-oriented, collaborative environment.

Duties include but are not limited to the following:

- **Accounting:**
  - Manage the monthly financial close process, including ensuring all costs incurred are properly recorded, reviewing journal entries, account balance reconciliations and report preparation
  - Meet all deadlines for the finance department and refine as the needs of the Organization change
  - Lead the establishment, ongoing enhancement, review and implementation of accounting policies and operating procedures

- Ensure compliance with internal control policies
- Lead the annual audit and collaborate with external auditors and the Board of Directors Audit Committee to ensure successful audit results and compliance
- Interact at all levels and with budget owners or other stakeholders to produce timely, efficient and accurate internal management and financial reporting, including reporting requirements for external organizations (i.e. funders).
- Analyze the effect of statutory accounting practices and studies regulations and guidance to ensure correct application of Generally Accepted Accounting Principles. Make recommendations for changes as needed and ensure that company policies and procedures are followed and establish the proper techniques to discover and prevent fraud.
- Prepare detailed journal entries and account analyses
- Manage payroll, vendor payments and associated reconciliations
- Support operations with inventory reporting, reconciliation, valuation, forecasts, audits, classification and related analysis
- Aid the Programs Department in the preparation of invoices and supporting documents to meet the contractual obligations
- Run the weekly finance department meeting
- **Budget**
  - Work with department heads and leadership to produce the annual budget. Own quality assurance for the budget.
- **Finance projects**
  - Participate in financial projects including current accounting system upgrades and migration to ERP software.
  - Lead and/ or support other finance projects as needed.
- **Oakport Street Project**
  - Work with our 3rd party finance team to support multi-million-dollar bond transaction
  - Coordinate LOI and lease arrangements with third party consultants and counsel
  - Oversee migration of Oakport Street Project finances to SBO Development Company LLC, which will maintain the finances of the Project once we prepare for the bond IPO.
- **Continuous improvement**
  - Advise on best practices to strengthen internal reporting processes and improve ease of access to quality data
  - Make recommendations and review proposals from staff that identify software solutions to simplify processes and reduce errors in data entry
  - Continuously improve processes and systems to enhance workflow, improve customer experience and enhance efficiency & effectiveness

## Qualifications

- Minimum of 5 or more years' accounting and finance experience, preferably in the nonprofit sector. The ideal candidate will have more than 7 years, but with a record of accomplishment the Agency may consider less
- Bachelor's degree or equivalent; candidates with additional years of professional experience will also be considered
- Excellent written communication skills; *this is essential*

- Excellent organizational and time management skills and attention to detail
- Demonstrated ability to work both independently and in a team setting, with some project management and budget development experience
- Demonstrated ability to multitask in a fast-paced work environment
- Proficiency with Microsoft Office Suite
- Proficiency with QuickBooks and/or other accounting platforms
- Genuine ambition to make a lasting difference for vulnerable children and families

#### **Nice to Have**

- Experience with complex financial transactions
- Experience with accounting system migration
- Experience with government and foundation financial reporting requirements
- Understanding of California state and local government agencies that assist low-income children and families

#### **General Information**

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

#### **Compensation**

The Senior Finance Manager will be a salaried position with benefits commensurate with experience and performance. SupplyBank.Org offers health, vision, and dental benefits, transportation, student loan debt relief and a Simple IRA with a 3% gross company match.

SupplyBank.Org is an equal opportunity employer.