



Reports to: Deputy Director

Homeless Services Center partners with individuals and families to create pathways out of their homelessness into permanent housing. HSC is looking for individuals eager to make a difference and willing to enthusiastically commit to join in our vision that homelessness in Santa Cruz County should be rare, brief and non-recurring.

Job Description

The Finance Manager oversees the Finance Department under the supervision of the Deputy Director. Typical duties includes supervision of department staff, preparing financial statements, monitoring government contracts and awards as well as the general ledger, managing the annual financial and federal organizational audits, and preparing activity reports, budgets and forecasts.

Job Duties:

- Oversees all aspects of the yearly, quarterly, monthly and grant-specific financial cycles including payables, receivables, accruals, allocations, grant expenditure approval, invoicing, and financial statement preparation
- Manages organizational annual financial audit including federal single audit as well as managing funder monitoring visits
- Prepares and manages budgets for all government contracts and grants
- Responsible for financial compliance on all federal, state and local contracts and grant awards
- Works with Program Managers to manage department budgets
- Review all pending contracts for fiscal reporting deadlines and viability prior to submitting them to the Directors
- Oversees architecture of accounting system and ensures all funding sources and programs are represented and tracked in the accounting system in compliance with each contract
- With the assistance of the Grants Coordinator, develops and maintains library of reference documentation, including Memos of Understanding, Letters of Support, Partnership Agreements, Match documentation etc.
- Coordinates submitting government contract amendments and renewal applications
- Monitors programs for fiscal compliance to all grant and audit requirements including the Final Rule and OMB-122
- Other duties as assigned

Qualifications:

- BA/BS required in Finance, Accounting or related field
- 5 Years' experience in Accounting, grant management or equivalent
- Demonstrated supervisory experience
- Strong written and verbal communication skills
- Strong strategic and analytical skills and creative problem-solving ability
- Excellent organizational skills and strong attention to detail
- Demonstrated ability to prioritize work, manage time effectively, multi-task and meet deadlines

- Demonstrated ability to handle sensitive information effectively and confidentially
- Ability to represent the agency to persons outside the organization and to interact with all staff in a professional, courteous, culturally sensitive, and tactful manner
- Proficiency in Microsoft Office Suite and QuickBooks.
- Valid California driver's license.

Hours:

This is a full time, benefited, exempt position. Occasional evenings and weekends required. Health Insurance and PTO benefits begin after 90-day introductory period. Retirement benefits begin upon first day of employment.

To Apply: Please email a cover letter and resume to the attention of Human Resources at recruiter@santacruzhs.org. No Phone calls or faxes. HSC is an Equal Opportunity Employer.