



## Homeless Services Center Accounting Manager

### 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 Accounting Manager oversees the Finance Department under the supervision of the Deputy Director. Typical duties includes maintaining accounting systems, policies and procedures; compiling, analyzing and reporting accounting data; monitoring government contracts and awards; managing the annual financial and federal organizational audits, and supervision of department staff.

### 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
- 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 Bookkeeper, maintains documentation, including Contracts, 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 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](mailto:recruiter@santacruzhs.org). No Phone calls or faxes. HSC is an Equal Opportunity Employer.