



ACCOUNTING MANAGER

Job Description

Position Title:	Accounting Manager
Department:	Executive
FTE/Classification:	Full-time, Exempt
Reports to:	Chief Executive Officer
Salary:	\$75,000 to \$100,000 annually, depending on experience
Location:	San Francisco

Youth Leadership Institute (YLI) builds communities where young people and their adult allies come together to create positive community change that promotes social justice and racial equity. For 25 years Youth Leadership Institute has sparked the leadership of young people to solve pressing social issues and serve our communities. YLI's community-based programs are located in San Francisco, Marin, San Mateo, and the Central Valley. In addition to serving four California counties, YLI provides customized trainings and consulting services nationally. YLI is committed to engaging and developing young people of color, low-income youth, and other non-traditional youth as researchers, advocates, and agents of social change. With support from YLI staff and through authentic partnerships with other key adult allies, young people build the skills necessary to research the issues that most affect them and their communities, develop campaigns to advocate for change, and partner with local stakeholders to implement these changes in their communities.

PRIMARY FUNCTION: The Accounting Manager is responsible for providing YLI with leadership for accounting, financial, and administrative, functions, systems, and services. Finance responsibilities include: budget development, fiscal processes and accounting systems oversight, financial reporting and audits. Administrative responsibilities include: oversight and management of human resources, technology, policy development, and facilities. The Accounting Manager works with the Chief Executive Officer and Chief People Officer on strategic business development initiatives, including overseeing grant writing. The Accounting Manager provides staff support to the Finance Committee of the YLI Board of Directors, and is ultimately accountable to the board in the performance of financial duties. As with all of the positions at YLI, the Accounting Manager will work within and promote a team approach for guiding the framework and delivery of YLI's mission. The Accounting Manager is also expected to work with high ethical and integrity standards and to lead these behaviors for the organization.

If you are ready to take the next step in your career and grow with an outstanding team of professionals, we invite you to submit a resume, and letter of interest to: Jon Marker at jmarker@yli.org with subject line: "Accounting Manager Application from: (your name)." Application review will begin immediately.

YLI strongly encourages applications from persons of color, women, and LGBTQ identified individuals, as well as from applicants who are Bilingual. Youth Leadership Institute does not discriminate against its employees or applicants based on gender, race, color, religion, national origin, ancestry, age, medical condition, ability, veteran status, marital status, sexual orientation, HIV/AIDS status or any other impermissible basis.



A. Responsibilities

1. Fiscal Operations

Work closely with the Chief Executive Officer and Chief People Officer to oversee finance and accounting operations. Manage and oversee the daily operations of the accounting department including:

- Month and year-end process
- Accounts payables, check run, and expense report process
- Accounts receivables and monthly invoices
- Biweekly payroll process
- Cash receipts
- General ledger
- Produce financial reports or statements
- Treasury functions and cash forecasting
- Revenue and expenditure variance analysis
- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits
- Establish and maintain fiscal files and records to document transactions
- Provide leadership in the development of budgets for proposals and contracts
- Maintain and continually improve fiscal operations that are suitable for the organization's finances. Supports the development and management of budgets for all grants and contracts
- Ensure that actual expenses corresponds to grant and contract budgets, and that all line items are covered adequately by contract and grant funding sources
- Travel as needed to meet with funders/auditors across California Regions

2. Audits and Compliance

- Research and remain informed about all applicable accounting and fiscal management laws, rules, and requirements, and work to ensure that the organization is in full compliance
- Work with external auditors to prepare and complete annual audits and tax filings and any periodic audits, including A-133 audits, in a timely manner

3. Funds and Investment Oversight

- Acting within the investment and banking policies established by the board, maintain custody of all funds, securities, property, and valuable documents
- Oversee investments and accounts, or investment consultants or firms, as determined by the board
- Provide regular reports of investments and accounts

4. Business Operations and Human Resources

- In partnership with the Chief People Officer, oversee human resources policies and systems, inclusive of effective fringe benefits
- Oversee the development and maintenance of purchasing policies and procedures and maintain an adequate inventory of, and security for, YLI's property and assets
- Develop uniform contract terms and procedures, maintaining contract records, and negotiating as necessary with funders and vendors to obtain favorable rates
- Negotiate and maintain adequate insurance coverage
- Ensure adequate disaster recovery, business continuity, and employee safety and security procedures
- Analyze the current technology infrastructure and scope out the next level of information technology and financial systems, and provide supervision for the contracted IT Manager



B. Qualifications

- Bachelor's degree; advanced degrees or certifications preferred
- Strong financial leadership skills and proven experience developing new business or revenue
- Knowledge of, and experience with, nonprofit financial accounting and systems, including compliance with A-133 audit standards
- Strong operational experience – ideally has worked in a senior management role for 5+ years in a socially responsible, key client/account and service focused multi-site/multi-state entity
- Has demonstrable experience in creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization
- Has keen and exceptional ability to synthesize complexity; make informed decisions in ambiguous, uncertain situations; develop strategic alternatives and identify associated rewards, risks, and action plans to lower the probability or expected impact of negative events.
- Excellent people skills, with an ability to coach a dynamic and effective team of unicorns on getting to the next level; sensitive to a strong organizational culture
- Skills should include organizational development, personnel management, budget and resource development, and strategic planning as well as demonstrated success developing and monitoring systems to manage both operations and programmatic work that involve high levels of collaboration
- Personal qualities of integrity, credibility and a commitment to the mission
- Knowledge of and experience with nonprofit board reporting
- Ability to thrive in a fast-paced, multi-faceted environment
- Ability to communicate effectively with organizations and funders
- Proven financial analysis, planning, and forecasting skills
- Experience working with diverse populations, styles and workplaces
- Computer skills: proficiency in Accounting Systems Software, Quickbooks, Gmail, Google Drive, Excel, Microsoft Word
- Flexibility, judiciousness, sense of confidentiality
- Ability to nurture the organization's culture with joy, humor, and love

C. Benefits

This is a full-time, exempt position reporting directly to the Chief Executive Officer. Generous benefits package including: 18 paid holidays, 15 days of paid time off, dental insurance, vision insurance, health insurance, health and commuter flexible spending account, and participation in a 403(b) plan.

