



Street Level Health Project Financial and Human Resource Director

Title: Financial and Human Resource Director

Time Commitment: 40 hours a week

Reports to: Executive Director

Organization

Street Level Health Project is an Oakland-based non-profit organization dedicated to improving the health and well-being of underserved, urban, immigrant communities in the Bay Area.

Responsibilities

Accounting

- Full responsibility for all accounting functions including AP, AR, budgeting, monthly bank reconciliations, quarterly financial statements and financial reporting
- Works closely with Executive Director to prepare organization's annual budget
- Prepares financial reports and budgets for grant applications; produces quarterly and monthly invoices for grants and contracts
- Prepares financial reports for Board of Directors; participates in board meetings as needed
- Prepare and assist 990 consultant with annual return
- Plan, organize, and manage own workload to ensure monthly financial reporting process is achieved in a timely and accurate manner
- Attend trainings as recommended by the ED to ensure compliance with federal and state law

Human Resources

- Manage timesheets and processes biweekly payroll with ADP payroll service including employee wage garnishments
- Record payrolls in QuickBooks
- Administers and reconciles employee paid time off benefits
- Prepares State Fund workers compensation payroll reports
- Prepare and file annual 1099 forms
- Processes employee medical benefits for enrollment and termination
- Ensure compliance of state and federal laws and company policy
- Support employment policies and procedures as noted in the agency Bylaws and employee handbook
- Manages unemployment benefit claims and maintain employee files
- Attend weekly staff meetings to support clear communication and a responsive work environment.

Other

- Prepares local government forms such as annual property tax welfare exemption, use tax and business registration renewal
- Ensure all licenses, certificates, and memberships for the agency remain active and current.
- Order office supplies

Qualifications

Skills and Experience Required:

- At least three years of varied nonprofit managerial accounting experience
- At least two years' experience with payroll processing with ADP
- Demonstrated understanding and application of GAAP
- Proficient in QuickBooks Desktop Premier
- Knowledge of and experience with best practices accounting processes for non-profit organizations
- Advanced Excel skills
- Experience in finance and human resources
- Good organizational skills, acute attention to detail, and planning skills, and effectively work in a non-structured environment that allows for agility to adapt to changes in priorities.
- Comfort interacting with staff, clients, business leaders, community partners, and funders
- Ability to work independently, manage multiple projects simultaneously and meet recurring deadlines.
- Capacity to communicate with agency leadership in a clear and timely manner.

Salary and Benefits:

Depending on experience, compensation will be \$42,500 - \$50,000 annually. This is a full-time position and includes a full benefit package (medical, dental, vision, accrual of vacation and sick leave). Additionally, after completing the first year of hire, the employee is eligible for 10 days paid leave during our annual holiday closure. The Finance and Human Resource Director position is part of Street Level Health's administrative team and reports directly to the Executive Director and Board of Directors.

Street Level Health Project (SLHP) is an equal opportunity and affirmative action employer, and does not discriminate on the basis of race, color, religion, sex, sexual orientation, ancestry, national origin, marital status, age, disability, gender, identity, HIV status and any other characteristic protected by local, state, or federal law, in any of its relationships with employees or employment applicants.

How to Apply: Please submit cover letter detailing related experience and resume by **Friday, February 9, 2018** to jobs@streetlevelhealthproject.org. Note job title in the email subject.

Applications without cover letters will not be considered. This position will remain open until filled. Please no phone calls!