

Part-time Finance Manager (Non-Profit) – Contract role

United Policyholders (www.uphelp.org) is seeking contractor part-time Finance Manager for our small (budget \$500,000/year) but mighty national consumer advocacy non-profit located in the Financial District of San Francisco. For 25 years we have shaped laws and public policy related to all types of insurance. We provide individuals and businesses throughout the United States with a voice and tools and help with disaster preparedness and recovery. UP is funded by donations and grants and fueled by 4 employees and strong volunteer corps. This position reports to the COO.

The Finance Manager is an individual contributor role responsible for

- All accounting and cash activities, including donation receipts, payroll and expenses
- Preparation of monthly financial statements for management and BOD
- Annually, preparation of annual budget and assisting CPA firm with Form 990
- Implementation of processes and policies to ensure that the financial activities comply with reporting and accounting requirements for a non-profit

Compensation and Status

- 6-8 hours per week average, on-site in SF office twice per month, minimum
- \$40/hour, or commensurate with experience

Responsibilities

- Tracking donations, sponsorships and grants
- Processing payroll semi-monthly through 3rd party payroll service(4 employees)
- Transactional accounting including accounts payable, accounts receivable, bank and credit card reconciliations, and vendor and partner expense reimbursement
- Maintaining Quickbooks to produce financial statements, including balance sheet and income statements, with appropriate detail.
- Setting up proper systems for tracking functional expenses and project expenses consistent with grant and donation guidelines
- Other: accounting and donations-related document management, HR and employee benefit management

Qualifications

- A minimum of 5 years of accounting and financial management, non-profit preferred
- Advanced proficiency in Quickbooks
- Proficiency in Microsoft Office, Excel, Salesforce and Google Docs. Mac and PC op sys
- Demonstrated professionalism, strong organizational and time management skills, acute attention to detail, and ability to work well with UP's staff and board.

To Apply

E-mail your resume and cover letter to Emily Rogan, COO at emily.rogan@uphelp.org.