



SAN FRANCISCO
COMMUNITY
HEALTH CENTER

Job Announcement: SENIOR ACCOUNTANT

Agency Description

San Francisco Community Health Center (formerly known as API Wellness) is a federally qualified health center that provides culturally competent, high quality medical care, health services, education, and outreach. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead underserved communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco’s Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

We believe that everyone deserves to be healthy and needs access to the highest quality health care.

Position Description

Working independently under limited supervision from the Chief Financial Officer, the Senior Accountant performs relatively complex accounting duties including but not limited to: maintenance and analysis of the general ledger and accounting records, preparation of accounting schedules, reports and financial statements; prepares journal entries and reconciles ledger accounts; ensures compliance with generally accepted accounting principles (GAAP) and organization’s policies, procedures and contracts, manages with Finance team the semi-monthly processing of payroll, monthly salary allocation preparation, and data entry.

The ideal candidate will demonstrate ownership of maintaining an accurate general ledger, passion for mission-driven work and solid knowledge of and experience with accrual accounting, fund accounting and allocation of expenses to multiple departments, projects and grants.

Essential Functions

- Prepare, record and analyze relatively complex financial transactions including monthly salary and operating expense allocations, general ledger, cash management and monthly reports in a timely, complete and accurate manner
- Work collaboratively with program staff and senior management to provide timely and accurate financial data for program planning, evaluation and reporting
- Manage the processing of semi-monthly payroll, including benefit tracking and reconciliations
- Prepare and analyze monthly Balance Sheet Reconciliations
- Assist with monthly, quarterly, and annual invoices and financial reports for government and foundation funders
- Oversee the financial audits by responding to audit document information requests
- Ability to identify stakeholders’ needs / concerns and provide proactive solutions
- Manage annual 1099 vendor tax forms
- Communicate finance-based perspectives across departments and at all levels of the agency

- Serve as back-up for the Chief Financial Officer as it relates to financial issues, when on vacation or out of the office
- Serve as back-up for accounts payable processing
- Other duties as assigned

Minimum Qualifications

- Bachelor's Degree in Accounting or equivalent work experience
- Five years of experience with hands-on general ledger accounting work, preferably in a nonprofit community-based organization
- Strong fiscal analytical skills
- Experience using Abila MIP fund accounting software
- Two years payroll processing experience
- One year experience with ADP software, including Workforce Now
- Advanced Microsoft Excel & strong Outlook skills
- Excellent attention to detail
- Ability to communicate effectively (verbally and in writing) with all levels including Board, Staff, Vendors, and other Stakeholders
- Able to manage multiple deadlines and priorities
- Ability to exercise discretion in the handling of confidential information

Preferred Qualifications

- Ability to influence and collaborate in a diverse and cross-functional workplace
- Experience in an FQHC organization
- Experience in a non-profit community based organization

TO APPLY: ONLY applications submitted through our online database will be considered.

Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15646991>

We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.

Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records