

**Senior Accountant**

**Position Description**

The Evelyn and Walter Haas, Jr. Fund works to advance equality and justice so every person can thrive and live life with dignity and hope. Rooted in the Bay Area, the Haas, Jr. Fund is guided by an enduring set of core values. These values reflect the founders’ vision and shape everything the Haas, Jr. Fund does.

* **Inclusion**: We celebrate the rich differences in human identity and embrace the perspectives of all people.
* **Respect**: We are guided by the wisdom and voices of people and communities working for change.
* **Collaboration**: We believe in the transformative power of working together to advance a shared vision.
* **Courage**: We take a stand to make a deep and lasting difference on urgent social issues.

**About the Evelyn & Walter Haas, Jr. Fund**

The Haas, Jr. Fund focuses on a set of issues confronting California and our Bay Area community. Among our priorities: building a fairer, more representative democracy in California; advancing more humane approaches to immigration and expanding opportunities for immigrant youth and families; full equality for the LGBT community; and making higher education more affordable for lower-income California students. For more information, visit us online at www.haasjr.org. The Haas, Jr. Fund has a full-time staff of 20 professionals and assets of approximately $500 million. Located in downtown San Francisco, it has awarded over $650 million in grants since its founding in 1953.

The Haas, Jr. Fund aspires to build an organizational culture that is inclusive and that allows all of us to live and breathe our values and lean into Haas, Jr.’s core strengths. We believe deeply in our staff members, we take care of each other, and we work to develop our colleagues’ skills and help them grow. We collaborate to lift up good ideas and diverse perspectives while embracing innovative solutions. We work with passion and gratitude for the chance to make a positive impact and change people’s lives.

**Position Summary**

The Senior Accountant is a key member of the Evelyn and Walter Haas, Jr. Fund’s finance team, and must be a well-organized, detail-oriented person, with a desire to gain a broad understanding of finance and accounting in philanthropy. This is a growth opportunity for someone who is savvy with numbers and wants to make a positive impact and advance equality and justice. This position requires strong integrity and confidentiality, and a capacity to build good working relationships with all members of the diverse team at the Haas, Jr. Fund.

The Senior Accountant is responsible for processing all of the Fund’s payments; for administering employee benefits and personnel records; for overseeing and reconciling the Fund’s bank accounts, credit cards, fixed assets, and other balance sheet accounts; and for various forecasting and reporting functions including budget vs. actual reports, variance analysis, and cashflow projections. The Senior Accountant assists the Controller with the annual budget, audit, and tax filing, and works with the Controller and VP of Finance and Operations to ensure that the Fund’s financial systems and controls are well-designed, effective, and properly documented, and that the Fund maintains legal and regulatory compliance.

This position reports to the Controller.

**Essential Functions, Duties, and Responsibilities**

* Manage the semi-monthly payroll process, including uploading employee hours, processing all employee status changes, generating payroll reports, and maintaining the payroll manual
* Serve as primary contact for Paychex (payroll processing service) and addressing staff inquiries, which includes troubleshooting issues involving timecards, PTO balances, and benefit payments
* Assist the Controller with managing the Fund’s pension and benefit plans, which includes upgrades to the Fund’s HR and payroll systems
* Manage the contractor file, including review and filing of contracts and W-9s, monitoring of contract spending, and filing of 1099s and DE542s
* Manage accounts payable and grants payable for the Fund, including processing payments via the Fund’s online payment platform (Bill.com), and maintaining the master file of vendor payment details
* Maintain documentation on all payable processes, and design and implement process improvements and payable systems upgrades
* Manage the chart of accounts in QuickBooks
* Assist in the month end closing and reporting process, including account analysis and reconciliation of monthly bank statements, and collation of monthly journal entry files
* Manage the accounting for the Fund’s fixed assets, including appropriate capitalization of purchased assets, calculation of depreciation, and monitoring and accounting for fixed asset disposals
* File required reports and returns, including business property tax and sales and use tax
* Produce monthly budget vs. actual reports and variance analysis for management and Board reporting
* Produce regular cashflow projections and manage the cash drawdown cycle so that the Fund always has sufficient liquidity

Assist the Controller with a range of critical tasks, including:

* Designing and implementing appropriate internal controls
* Upgrades to the accounting system, and integration with the Fund’s other systems
* Regulatory compliance
* Business continuity planning and disaster recovery planning
* The annual audit, tax filing, and the annual budget process
* Special projects as necessary

**Skills and Qualifications**

* Able to work with confidentiality and to handle sensitive and confidential information with discretion
* Bachelor’s degree in Accounting, or comparable work experience relating to accounting and Excel
* 5 years’ experience in an accounting department; nonprofit experience preferred
* Experience with QuickBooks preferred
* Experience with accounts payable software, preferably Bill.com
* Experience with CRM database software, preferably Salesforce
* Proficient skills in Microsoft Office 365 applications with advanced Excel skills
* Interest in learning more about finance and accounting in philanthropy
* Strong organizational and planning skills, including time management (calendars and scheduling), task management (multi-tasking and prioritizing), and reporting on progress
* Detail-oriented: checks and reviews all work, investigates errors, and works to improve systems for better quality control
* Documentation skills, including organized filing of electronic and paper documents, and ability to produce “how-to” documents and manuals
* Able to work with confidentiality and to handle sensitive and confidential information with discretion

**Competencies**

* A demonstrated commitment to Haas, Jr.’s mission and values and the work of advancing equality and justice.
* Committed to continuous improvement and technical learning
* Analytical and a flexible and eager problem solver who is solutions-oriented and takes ownership of tasks through to completion
* Awareness of and a deep commitment for racial justice, inclusion and equity.
* Capable of building good working relationships across a diverse team, including awareness of the nuances of race, ethnicity, gender, sexual identity and orientation
* Be attuned to staff needs, and aspire to help build strong collegial partnerships
* Compassion, empathy, a sense of humor, flexibility, and a dedication to high-quality work.

**Salary and Benefits**

The Haas, Jr. Fund offers competitive salaries and comprehensive benefits. The salary range for this full-time position is $80,000 - 90,000 based on experience, credentials, and industry knowledge. Comprehensive benefits include medical, dental, vision and life insurance coverages; an employer-sponsored 401(a) retirement plan; and paid time off. This position will initially be remote, but will then transition to working on-site at the Fund’s offices in the San Francisco Financial District in the coming months. The Haas, Jr. Staff will shift to a hybrid work arrangement (part remote, part office-based) once offices reopen.

To apply, email a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to references) to senioraccountant@haasjr.org. Use the subject line: **Senior Accountant**. Please submit PDF files only (one combined PDF file is preferred). Applications will be accepted until filled.