TITLE: Finance & Accounting Manager
REPORTS TO: Deputy Director
CLASSIFICATION: Full Time, Management, Exempt
SALARY: Starting at $68,000 per year based on experience, plus benefits including: medical, dental, vision, life insurance, paid holidays, sick time, 401K plan

The Organization

Our mission is to support children, organize families, and connect neighbors to uplift the dreams, power, and leadership of community and address systemic inequities.

SOMOS Mayfair was created in 1997 as a place-based, community-led initiative to address the systemic inequities in the Mayfair neighborhood of east San Jose. We are generations of immigrants, rooted in a vibrant community, who nurture healthy families and speak out for justice in Silicon Valley. SOMOS effectively operates with the evolving needs of the community and with the emerging opportunities for regional partnerships. In the past five years this has led SOMOS to focus our efforts on building the power of our community through leadership development, programming for multi-generational families, and community organizing.

Over its history, SOMOS has built a deep and lasting set of organizational strengths and norms that include:

- Commitment to SOMOS Mayfair platform and values.
- Deep passion to advancing social justice in immigrant, working class communities.
- Strong moral principles and values; trustworthy, honest and respectful of others.
- Deep respect demonstrated in communication with community, staff, board and partners.
- Focus on seeking common ground among stakeholders.
- Professionalism in quality of work, representation of the organization.
- Capacity to nurture and cultivate healthy working relationships and communication.
- Commitment to ongoing learning and growing capacity within the organization.

Finance & Accounting Manager

The Finance & Accounting Manager (FAM) is a new position within the organization. The successful candidate will leverage SOMOS strengths and norms to support the organization’s evolving finance and accounting needs. The FAM must demonstrate the ability to create sound financial systems and policies. The FAM will work in close collaboration with the SOMOS senior management team and reports directly to the Deputy Director. With an annual budget of approximately $4 million, the FAM plays a crucial role in providing hands on oversight and leadership in all areas impacting financial management. The FAM will participate in setting the fiscal strategic direction and forecasting ensuring sustainability while preparing the organization for future growth opportunities and challenges.
Ideal Candidate Qualifications

- Bachelor’s degree in Finance, Accounting, Business Administration and a minimum of 3+ years of experience in nonprofit financial management.
- Strategic budget-focused mindset.
- Consistently high-quality analysis, judgment and decision making.
- Experience with data-driven organizational policies and procedures.
- Inclusive organizational leadership and visioning skills.
- Exceptional written and verbal communication skills and the ability to convey complex information and data visually and orally in a concise, effective and engaging way.
- Proficiency in computer skills with experience in Microsoft Office Suite, including advance Excel skills.

Preferred Knowledge, Skills and Abilities

- Grants management in a social justice-oriented nonprofit.
- Compliance work for local government contracts, corporate and foundation grants.
- Experience with and sensitivity to multi-cultural work environments.
- Demonstration of organized, detail orientated skills with ability to multi-task and meet deadlines.
- Valid California driver’s license, and proof of auto insurance.

Duties and Responsibilities

- Ensure SOMOS operating budget is in alignment with the operating plan and organization’s strategic priorities.
- Develop the annual operating budget in consultation with executive management team and serve as a resource for the Program Managers and staff to build out departmental budgets.
- Manage the monthly preparation of financial statements to enable strategic decision-making capabilities for the Management Team, Staff and Board of Directors. This includes mid-year and multi-year forecast and monitors actual spending to budget.
- Design and manage internal control processes for the ongoing improvement of accounting systems, processes and policies, to ensure compliance and identify opportunities.
- Develop internal reporting systems and controls to track and report out on actual program expenses for line staff and managers vs. budgeted expenses in a timely manner.
- Responsible for the annual financial audit and the preparation of the annual audited financial statements, in collaboration with external accountants, auditors and the audit committee of the board of directors.
- Manage SOMOS Government Grants budgeting, invoicing, reporting and compliance; provide guidance and technical support for the execution of SOMOS external contracts.
- Analyze grant requirements and work closely with the grants management team to monitor grant spend down, fiscal performance and capturing of program outcomes in various data bases.
• Responsible for expense coding and recording, Petty Cash reconciliation and Business Credit Cards management and related procedures.
• Reconcile revenue recognition, bank deposit, monthly log with SOMOS Resource Development team using Salesforce and FASS (external accountants) generated reports.
• Oversee the preparation of annual and/or periodic tax and regulatory filings, including the organization’s IRS Form 990.
• Ensure positive relationships with external accountants, funders, community partners, staff, Board members and various constituencies are maintained and well supported with timely financial data.
• Manage, train, develop and direct finance and contract support staff.
• Keep abreast of best practices in finance and nonprofit accounting and helps to advocate for policies and practices in the nonprofit sector that are aligned with SOMOS Mayfair’s mission and values.

Location & Response to COVID-19
The FAM position normally operates out of SOMOS office located in the Mayfair neighborhood of East San Jose. Due to circumstances caused by the novel coronavirus, the team at SOMOS is currently working remotely. Recognizing that this is a highly unusual and rapidly evolving situation, questions or concerns around location and work logistics will be openly addressed during the hiring process. Candidates should, however, expect to work on site at SOMOS office whenever it has been deemed safe to return to work by local/state governments.

To Apply
We encourage you to forward this announcement to others who may be interested. The position will remain open until filled. Please apply by submitting a cover letter and resume to:

Human Resources
SOMOS Mayfair
370-B South King Rd.
San Jose, CA 95116

Or via e-mail at: jobs@somosmayfair.org

SOMOS Mayfair is an Equal Opportunity Employer (EOE). Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, disability or veteran status.

For more info contact us at (408) 251-6900 or learn about us at: www.SOMOSmayfair.org