



Homeless Prenatal Program

Title: Accountant

Reports to: Comptroller

Directly Supervises: None

Summary of Job:

Under the general supervision of the Comptroller, the Accountant provides professional accounting support to the Finance Department. Duties include preparing monthly invoices for government contracts, assisting in various account reconciliations; assisting with annual audit, preparation of journal entries and reconciliation of ledger accounts; ensuring compliance with generally accepted accounting principles and organization's policies, procedures and contracts. The Accountant will also provide administrative support in other areas as directed by the Comptroller or Finance Director.

Essential Duties and Responsibilities:

- Review all journals for accuracy and completeness, reconcile, and maintain general ledger accounts and schedules on a monthly basis.
- Prepare invoices for monthly government transactions, ensuring accurate expense allocation in Fund EZ before invoicing.
- Post journal entries related to payroll, including payroll allocation to various projects.
- Manage the month-end-closing process to ensure timely and precise financial reporting.
- Review accounts payable journal and accounting documents for accuracy in information, chart of accounts, and cost allocation coding.
- Perform the more complex accounting work involved in maintaining accounting controls, procedures and processes, and preparing detailed cost reports in conformance with funding and compliance requirements.
- Participates in tasks related to external financial audits, including assisting the Comptroller in implementing audit procedures.
- Identify opportunities for efficiency enhancements and recommend changes. Support the implementation of new systems to facilitate company growth. Develop, maintain and enhance internal controls related to assigned areas.
- Provide backup support for accounts payable and receivable, petty cash, voucher disbursements, and emergency checks, as needed.
- Assist with various projects as assigned by the Comptroller and Finance Director.
- Gather, prepare and maintain various records, reports, fiscal data, and confidential records, maintaining orderly files for audit purposes.

Core Competencies:

All HPP Staff are expected to meet the expectations of our Core Competencies:

- **Accountability and Reliability:** Shows up for the team, the clients, and the organization; takes responsibility for actions, and follows through on tasks and projects.
- **Collaboration:** Helps colleagues as needed, views responsibilities as shared; Actively participates in agency-wide initiatives/ efforts.
- **Communication:** Uses effective written and oral communication with coworkers and community served; understands emotions of self and others, and responds with empathy.
- **Continuous Learning:** Demonstrates curiosity and eagerness to learn and develop professionally.
- **Equity Mindset:** Understands and is committed to goals of diversity, equity, and inclusion and fostering an inclusive environment; consistently centers equity in the organization's work both internally and externally.
- **Proficiency in area of focus:** Has skills and knowledge in role and area of focus.

Qualifications:

- Accounting degree strongly preferred; or a Bachelor's degree with a minimum of 5 years related and progressive work experience in non-profit accounting.
- Experience with Fund EZ or other enterprise level business accounting software is strongly preferred.
- Excellent analytical skills and the ability to identify trends and opportunities for efficiencies or improvements.
- Excellent organization, prioritization, and interpersonal communication skills, service oriented behavior and ability to use good professional judgment required.
- Ability to communicate financial concepts to non-finance staff in a constructive and collaborative manner.
- Detail oriented.
- Flexible; handle multiple tasks with the ability to meet critical deadlines. Ability to meet short term and long term goals and project deadlines.
- Ability to work independently.
- Experience with multi-cultural/multi-lingual populations/multi-disciplinary teams preferred.
- Understanding of, and commitment to, social justice, and HPP's mission and organizational values.
- Advanced skills in PC/Word processing/database/spreadsheets systems/Fund EZ and integrating these to produce complex reports and documents.
- Understanding of the intersection of racism and poverty and a commitment to social justice, anti-racism, and HPP's mission and organizational values.

HPP recognizes the value of having a staff that brings a wide range of perspectives to this work based on language, ethnicity, race, gender, socio-economic background, political beliefs, sexual orientation, and disability.

We are committed to maintaining a diverse, multicultural working environment and particularly encourage applications from candidates with lived experience in the communities we seek to serve.

Physical Requirements: This position requires the ability to work under stress and handle multiple project deadlines.

Certificates, Licenses, Registrations: California Driver's license and insurance preferred, not required.

Work Environment: Fast-paced, multi-cultural, collaborative work environment

Hours: Full time - 39 hours/week

Salary: \$78,543 - \$83,215 DOE + excellent benefits package

FLSA Status: Non-exempt

Please send a cover letter and resume to jobs@homelessprenatal.org with Accountant Position as the subject line. Applications must have the job title in the description to be accepted.

About HPP



Founded in 1989, the Homeless Prenatal Program (HPP) is a nationally recognized family resource center in San Francisco that empowers homeless and low-income families, particularly mothers motivated by pregnancy and parenthood, to find within themselves the strength and confidence they need to transform their lives.

HPP helps families become healthy, stable and self-sufficient. We focus on the social determinants of health, supporting both parents and children in order to strengthen the whole family. With services ranging from emergency support to intensive case management, the agency partners with parents to address family needs during the critical years from pregnancy through kindergarten.

The first agency in San Francisco to hire former clients as staff, HPP's evolution

has been guided by the community it serves. More than half of HPP's immensely talented staff of 125+ come from the community and/or are graduates of the agency's Community Health Worker Apprenticeship Program, which trains individuals for careers in the nonprofit sector.

Over the years, HPP has received considerable recognition for its service to the community. In 2022, we were named "Nonprofit of the Year" by the San Francisco Chamber of Commerce, and our work has been highlighted by The New York Times, CNN, KQED, The Huffington Post, People and The San Francisco Chronicle. Additionally, HPP receives consistently high ratings by leading philanthropic evaluators such as Guidestar and Charity Navigator.

The Homeless Prenatal Program is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.