



COALITION ON HOMELESSNESS

COALITION ON HOMELESSNESS, SAN FRANCISCO EXTERNAL JOB DESCRIPTION

Job Title: Finance Coordinator
Reports to: Executive Director
Annual Salary: Half time: 20 hours per week (\$27,040 - \$28,288 annually) Full health and dental benefits and generous vacation package.

The San Francisco Coalition on Homelessness, (COH), is a small, scrappy, loving organization with a long history of accomplishments and an office that opens its doors to unhoused San Franciscans. The Coalition on Homelessness, San Francisco was organized in 1987 to garner the active participation of poor people and front line staff on the design, critique and implementation of public policy and services that result in permanent solutions to poverty. It is a unique organization who's driving force is low income and homeless people, working in every aspect of the organization, from the volunteers and the staff to the leadership body. The CoH is home to the *Street Sheet* Newspaper, two community organizing workgroups, the Our City Our Home Coalition, and various other projects and campaigns. While many organizations doing work with homelessness are primarily direct service organizations, our primary goal is systemic change through building power.

The Finance Coordinator oversees the administration of the organization, including payroll, deposits, accounts payable and a variety of other administrative tasks.

Duties & Responsibilities:

- Completing check requests and ensuring all spending is within organization budget.
- Completing monthly invoices, including computing expenditures
 - Prepare data for tax filings with government agencies. Represent COH in all tax-related issues, including annual reviews and audits.

- Annual and long-term financial planning.
- Monthly reporting and gathering of information sent to Finance Committee.
- Oversee the development of annual budgets and funding potential.
- Manage budget compliance for COH and restricted/non-restricted funding.
- Work closely with Development Staff in the analysis of project funding.
- Ensure COH financial policies and procedures are followed.
- Support Development Director with donor database.
- General office management, including supplies and equipment repair coordination
- Maintain insurance policies and plan
- Analyzing cost and viability of direct-mailings and COH sponsored events.
- Ordering of office and cleaning supplies.

Minimum Qualifications:

Macintosh computer literate. Must have ability to juggle multiple projects and have a great deal of self-initiative. Must work well with a diverse population. Knowledge of bookkeeping and proper accounting practices, as related to non-profit organization.

Preference will be given to San Francisco residents who have personally experienced poverty and homelessness.

People of color and others who have experienced social oppression encouraged to apply.

**Send résumé and cover letter by Friday January 6, 2022
via e-mail to Jennifer Friedenbach, jfriedenbach@cohsf.org**