



San Francisco Clean City Coalition Job Announcement

Job Title: Fiscal and Administrative Manager
Reports to: Executive Director
Position Details: Full-time, with benefits
Salary range (45K to 50K annually, Depending on Experience)
Available immediately, Open until filled

Clean City is a non-profit organization that focuses on cleaning, greening, and beautifying San Francisco. Clean City's mission is to build bridges between quality of life resources and the neighborhood groups, merchant associations, and residents that need them.

Job Responsibilities:

Bookkeeping

- Process A/P, A/R
- Create/prepare/distribute monthly financial reports
- Prepare monthly bank reconciliations
- Create invoices and billings

Payroll Administration

- Administer all aspects of the payroll system using ADP PayXpert and EZ Labor Manager
- Process payroll twice a month

HR Coordination

- Serve as liaison to Clean City's HR consultants

Qualifications

- Prior accounting experience is a **must**, non-profit experience is preferred
- 3 or more years of bookkeeping experience
- Prior experience with Quickbooks accounting system and ADP Payroll systems is a **must**
- Advanced Proficiency with Microsoft Office suite (especially Excel) and Windows-based computer applications
- Excellent writing and communication skills
- Flexible and shows strong initiative
- Ability to work with a diverse population
- Bachelors degree or equivalent experience

Please submit resume and cover letter to:

Fiscal and Administrative Manager Position

c/o Executive Director
San Francisco Clean City Coalition
1016 Howard Street
San Francisco, CA 94103

Email: info@sfcleancity.com

NO Faxed copies!!
NO phone calls please!