



Hospitality House

Community Shelter for the Homeless

1262 Sutton Way, Grass Valley, California 95945

POSITION DESCRIPTION

Position Admin./Finance (24 hours per week)

Pay Rate: \$16/hr.

Reports to: Executive Director

Date Prepared: February 2017

POSITION SUMMARY: Under the supervision of the Executive Director (ED), the Admin./Finance staff person provides fiscal and administrative support to Hospitality House (HH).

OBJECTIVES/ACTIVITIES:

Financial Management

1. Oversight of all invoices entered into accounts payable ledger; present to Executive Director bi-weekly for review.
2. Prepare checks for payment of approved invoices and arrange for signature; when signed, arrange for mailing to vendors: place copy of check and original invoice in appropriate vendor file.
3. Maintain book balance in check register.
4. Calculate hours worked from time cards of hourly staff: prepare for Program Supervisor review; verify hours worked against schedules, email hours to payroll service; maintain all payroll files.
5. Oversee process for payroll, accounts payable, and accounts receivable transactions.
6. Verify, allocate and post financial transactions to QuickBooks.
7. Manage month-end closings including bank reconciliations, accruals, adjusting entries, pre-paid expenses, receivables, and balance sheet accounts with support from Treasurer.
8. Maintain up-to-date paper and electronic documentation of all necessary A/P, A/R, banking, and payroll files.
9. Administer, track and reconcile petty cash fund.
10. Support the annual financial audit and preparation of 990/199 and CHAR500, and review payroll tax findings.
11. Support the development of the annual budget and provide relevant information to assist with its oversight.
12. Ensure data integrity, appropriate internal controls, proper accounting methodology and adherence to established policies and manuals.
13. Respond to personnel related information requests from ED and other governmental agencies, ensuring compliance with HH's confidentiality policies and procedures.
14. Provide online maintenance and management of database of donors with support from the Office Assistant and Development Director.
15. Generate donor reports as requested.
16. Compare monthly budget to actual reports.
17. Maintain fixed asset worksheets and prepare monthly and year-end depreciation entries.

18. Maintain calendar of due dates for grant reports, tax submissions, and other due dates relating to fiscal management.
19. Attend Board of Directors Finance Committee meetings and Board of Director meetings upon request.
20. Assist with staff recruitment and onboarding employees.

Financial Reports:

1. Prepare monthly (or as requested) financial reports for review by ED and Board of Directors.
2. Prepare reports as outlined in schedule of reports.

Grant Applications and Reports:

1. Maintain fiscal expenditure records for grant reports. Complete fiscal and guest statistical grant reports.
2. Participate in researching, organizing, and analyzing grant content requirements.
3. Participate in reviewing, managing and editing grant content based on grant requirements for completeness and readiness for submission.

Personnel Management and Records:

1. Maintain all personnel records; post personnel notices and information as appropriate. Update files as appropriate.
2. Respond to personnel related information requests from ED and other government agencies, ensuring compliance with HH's confidentiality policies and procedures.
3. Update and maintain Employee Handbook. Be aware of changes in employment law and update manual as needed.
4. Ensure all staff receives updated manuals and policies.
5. Ensure that Hospitality House's programs are available to eligible people regardless of religious belief or affiliation, race, color, national origin, handicap or sexual orientation.
6. Maintain knowledge of fire, safety, health, and work standards to ensure a safe and positive environment.
7. Incorporate volunteer staff, as appropriate.

Insurance and Risk Management

1. Coordinate issuing all Certificates of Insurance and maintain appropriate files.
2. Coordinate the renewal and maintenance of all insurance policies.
3. Notify Insurance Company of all reportable incidents, accidents, including change in operations, vehicles, drivers, and any other relevant information to appropriate insuring agency.

EDUCATION AND EXPERIENCE: A minimum AA degree in business administration, finance or accounting. Prefer previous experience as a full-charge bookkeeper, including a background in payroll, personnel, and accounting, knowledge of Microsoft Office, Excel, donor management programs, Google Apps, and QuickBooks software; excellent interpersonal and organizational skills: possess a valid California Drivers License.

PHYSICAL REQUIREMENTS:

Lift and move up to 10 pounds; Stand, walk and sit frequently; bend and stoop occasionally. HH Employment is available to eligible people regardless of religion, race, color, national origin, sex or handicap