Title: Accounting Associate

Summary of Job: Under the general supervision of the Comptroller, the Accounting Associate performs professional accounting support. Duties include reviewing the system and the schedules for accounts payable, petty cash, gift card disbursements, and emergency checks; preparing monthly invoices for government contracts; assisting in account reconciliations; 1099 preparation and assisting with the annual audit. The Accounting Associate will also provide administrative support in other areas as directed by the Comptroller or Finance Director.

Essential Duties and Responsibilities:

- Manage and reconcile the weekly emergency gift card distribution.
- Prepare invoices for monthly government invoices. This includes allocating expenses in Fund E-Z prior to invoicing.
- Reconcile and maintain general ledger accounts and schedules on a monthly basis.
- Review and process on-line donation reports obtained from the Development Department.
- Review credit card expenses to ensure that they are charged to the correct cost center, reconcile bank and credit card statement.
- Create monthly spending reports for department managers.
- Serve as back up for the Accounts Payable Specialist as needed, including entering invoices, generating and mailing checks, scanning and organizing backup materials and maintaining accurate and complete documentation. Emergency check writing may be required on an as needed basis.
- Gather, prepare, and/or maintain a variety of records, reports, fiscal data and confidential records.
- Responsible for preparing annual 1099 tax filings.
- Maintain orderly files for audit purposes and assist in preparation for the annual audit.

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

- **Accountability and Reliability**: Shows honesty, integrity, responsibility, initiative, and is mindful of impact on team/organization.
- **Collaboration**: Participates in agency wide/cross team efforts, shares knowledge and skills, values cohesion and integrity of team.
- **Communication**: Respectful, effective, proactive and willing to engage in hard conversations.
- **Continuous Learning**: Seeks out new challenges, applies new skills, shows growth.
• **Professional Conduct:** Clear boundaries, refrains from gossip/splitting, follows agency standards per Handbook and Policies & Procedures.

**Qualifications:**

• Accounting Degree strongly preferred or up to 5 years related and progressive work experience in lieu of degree.
• Advanced skills in Excel including dashboard creating and maintenance and pivot tables.
• Ability to be onsite 2-3 days per week during Covid pandemic.
• Type 50 – 55 wpm.
• Excellent organization, prioritization, and interpersonal communication skills, service oriented behavior and ability to use good professional judgment.
• Detail oriented.
• Flexible; handle multiple tasks with 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.
• Advanced skills in PC/Word processing/database/spreadsheets systems/Fund EZ and ability to integrate these to produce complex reports and documents.
• Understanding of, and commitment to, anti-racism, social justice, 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. The position may require moderate lifting. Covid-19 vaccination and boosters and yearly tuberculosis test required.

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

**Hours:** 39 hours/week - M-Th 9-5, F 9-4

**Reports to:** Comptroller

**Salary:** DOE + Excellent Benefits

**To Apply:** Please reply with Accounting Associate in the subject line to jobs@homelessprenatal.org. Applications must have the job title in the description to be accepted. Application should include a resume and cover letter expressing interest and relevant experience.
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.

About HPP:
The Homeless Prenatal Program (HPP) believes every family wants to deliver healthy babies and raise healthy children in a stable and nurturing home. Seizing the motivational opportunity created by pregnancy and parenthood, HPP partners with families to help them recognize their strengths and trust in their own capacity to transform their lives. At the heart of our program is non-judgmental, supportive case management provided by Family Case Managers, the majority of whom were once HPP clients themselves or come from the community we serve. As the first agency in San Francisco to hire and promote former clients as employees, HPP is unique in that the community it serves has – from the organization’s inception in 1989 – guided its growth and evolution. HPP serves over 3,500 clients per year through supportive, holistic programs including: Prenatal Classes and Support Group, Mental Health Services, Childcare Center, Housing Assistance, Emergency Services and Case Management.