

DOWNTOWN COMMUNITY BENEFIT DISTRICT
SAN FRANCISCO, CA

WE WANT YOU ON OUR TEAM!

Administrative & Finance Coordinator



Email your resume and cover letter to:
Careers@DowntownSF.org
with your full name and "Admin" in the subject line.

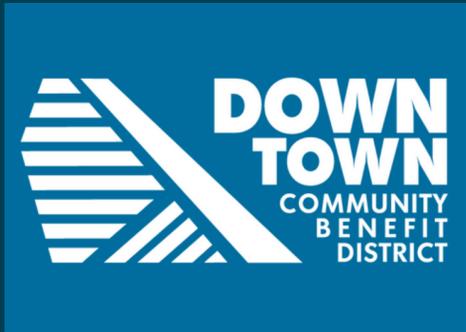
You might be the one we are looking for!

We are hiring for an
Administrative and
Finance Coordinator

Apply now and send
us your resume by
Friday, May 14, 2021

To Learn More About Us, Visit
www.SFDCBD.org





Who We Are!

The Downtown Community Benefit District (DCBD), a 501(C)3 non-profit organization founded in 2020, is San Francisco's newest Community Benefit District (CBD).

Developed by a coalition of property and business owners, the DCBD is a 43-block district that includes two of the oldest continuous and historic business districts in San Francisco's Financial and Jackson Square areas and funds special benefit services over and above those already provided by the City.

Specific services include cleaning, safety, mobility management, district identity, public space activations, and promotions.



Now, Let's Talk About The ~~Job~~ Career Opportunity

Position Description

The Finance & Administration Coordinator, a new position for the DCBD, is responsible for the day-to-day financial management of the organization through maintaining and monitoring the accounting and billing systems and its general administrative support operations.

The position works in close collaboration with the DCBD staff, consultants, and vendors.

This is a full-time regular non-exempt, on-site position and will work remotely on a temporary basis. While work hours are typically 9:00 a.m. to 5:00 p.m., Monday through Friday, some evening and weekend work may be required. This is an “at-will” position.

Description of Position Duties

Administrative Support (50%)

- Assist preparing and editing Board and Committee reports, agendas, and minutes. This includes creating and modifying dashboards, documents and presentations for both internal and external review and feedback.
- Support for all Board and Committee meetings. This includes assembly and distribution of meeting materials, communications with committee members, meetings logistics and preparation of meeting minutes.
- Coordinating and assisting with contact database activities, including maintaining updated contact information for the organization.
- Ensure Board, Executive Committee and additional committee members complete conflict of interest forms annually.
- Coordinate annual renewal of Workers' Compensation, Unemployment, Auto, Property and Board of Directors and Officers insurance policies.
- General office maintenance: planning logistics, performing upkeep and leasehold improvements, liaising with building management, manage office orders, maintaining office filing system, and performing upkeep and scheduling regular servicing of office equipment.
- Filing and electronic and hard copy finance and human resources related documents.
- Maintaining COVID-19 compliance in accordance with CDC and State health requirements.
- Answer incoming calls and emails as necessary.

Finance and Bookkeeping (40%)

- Process all accounts payable activity (grants & general A/P) including verifying and entering invoices, preparing check runs and fielding vendor inquiries.
- Manage entity credit card.
- Support the monthly credit card and bank reconciliation process.
- Interact with vendors to resolve discrepancies.
- Coordination of financial data from the City and County of San Francisco and external accountants.
- Manage vendor relationships.
- Uphold and implement internal controls.
- Collaborate and assist external accountants in creating financial reports, budgets and budget forecasting.
- In collaboration with the Executive Director, create and manage the budget for DCBD's office expenses.
- Willingness to "roll up sleeves" and assist in special projects as needed.

Human Resources (10%)

- In collaboration with the Executive Director and Directors, create and monitor annual budgets for employee pay and benefits.
- Maintain personnel files for all DCBD staff, including interns and volunteers.
- Collect and maintain a database of all DCBD staff, the Board, committee members, including demographic information and generating demographic reports as needed
- Coordinate annual health insurance open enrollment with employees.

Supervision Received:

- The Finance & Administration Coordinator reports directly to the Executive Director. Annual or semi-annual reviews will be held with the Executive Director to review the Coordinator's performance, with participation from other staff.

Supervision Exercised:

- As needed, and with approval from the Executive Director, the Finance & Administration Coordinator may support other staff with communications, events, and member and stakeholder outreach work.

Experience & Qualifications

- Associates or Bachelors degree in accounting appreciated
- Bookkeeping experience a must
- Non-profit experience preferred
- Experience in working with broad community stakeholder groups
- Diplomacy in managing relationships with diverse stakeholders
- Proficiency with Microsoft 365 Suite (Word, Excel, Outlook, and PowerPoint), Adobe Acrobat and Bill.com or related accounting software
- Familiarity project management tools and CRM databases
- Experience with Xero and bill.com a plus
- Commitment to DCBD's vision, mission, and values
- Occasional late evenings and weekend work may be required, particularly when participating in community meetings or attending public hearings. The position deals with confidential staff information and/or issues requiring discretion and judgment
- Applicants must be eligible to work in the United States



Expectations & Compensation

Position Expectations

- Able to think strategically, keeping the big picture and broad organizational objectives in mind, while also being detailed oriented.
- Demonstrate emotional intelligence and self-awareness, inspire confidence and trust, and welcome feedback.
- Comfort working in a small, highly-collaborative, cross-functional organization where delegation and hands-on participation are needed to support organizational goals.
- Comfortable with exercising initiative to identify and solve problems with drive, flexibility, resourcefulness, and creativity.
- Able to work well under pressure and adapt easily to changing situations and priorities, while exercising good judgment and staying focused on overarching goals.
- Able to interact in an effective, tactful and professional manner internally, externally and with DCBD members, stakeholders and the public at large, and respond graciously and promptly to the needs and requests of others.
- Dedicated and ambitious to achieve organizational success and willingness to pitch in and go the extra mile when needed.
- Must be able to engage in a range of physical activity, including standing or sitting at a desk or computer and walking (sometimes on uneven surfaces) for an extended period of time.

Compensation

Position Starting Salary: \$65,000

The DCBD offers a competitive salary commensurate with experience and skills, and a comprehensive benefits package that includes a generous vacation, PTO policy and commuter benefits, 100% employer paid medical, dental and vision. DCBD is an equal opportunity employer and welcomes candidates of diverse backgrounds and life experiences.

To apply for this position, send a resume and brief but thoughtful cover letter to Robbie Silver, Interim Executive Director at Careers@DowntownSF.org with your full name and "Admin" in the subject line by Friday, May 14, 2021.

