



HORIZONS UNLIMITED OF SAN FRANCISCO, INC. POSITION DESCRIPTION AND JOB ANNOUNCEMENT

FINANCE MANAGER

Full-time, Exempt

Horizons Unlimited of San Francisco, Inc. (Horizons), established in 1965, is a community-based organization located in the Mission District and offers substance use prevention and early intervention, employment/workforce development, mental health and wellness, multimedia arts, and gender-affirming services, to Latine and all youth of color, up to age 24, and their families residing in the Mission District and throughout San Francisco.

Our programs help young people understand the systems that create inequality and how those systems affect their lives. We create safe spaces where they can make sense of their experiences, build healthy coping skills, and find their own power within these systems. Young people leave with the tools to take care of themselves and their communities and to create real change on their own terms.

Position Title: Finance Manager

Reports To: Finance and Human Resource Generalist

Position Summary: The Finance Manager is responsible for full financial accounting and recordkeeping of the Agency's finances. This position ensures timely and accurate processing of financial transactions, compliance with governmental and grant regulations, preparation of financial reports, budget development and monitoring, and maintenance of strong internal controls.

Duties and Responsibilities:

Accounting & Reporting

- Process accounts payable and accounts receivable entries for accounts and programs.
- Record and post invoices, vouchers, purchase orders, reimbursements, travel and expense transactions.
- Code and post credit card and petty cash transactions to programs and line items.
- Maintain and reconcile the general ledger.
- Manage cash flow and prepare cash flow statements.
- Oversee the financial system and processes.



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- Post monthly closing entries and accruals, including prepaid expenses.
- Prepare monthly expenses and detailed transaction reports for each program.
- Prepare invoice reports and other required internal financial reports.
- Prepare Monthly Financial Reports for the Board of Directors.
- Develop and implement all financial policies and procedures
- Maintain confidential, accurate, and complete financial records.
- Attend all staff, program, leadership, and funder-related meetings as required.
- Other duties as assigned by the Finance and Human Resource Generalist .

Grants & Compliance

- Ensure compliance with federal, state, and local grant regulations including Uniform Guidance (2 CFR Part 200), GAAP, and funder-specific fiscal requirements.
- Maintain strong internal controls and fiscal integrity systems.
- Prepare required financial reports for funding sources.
- Complete primary funding source annual cost reports.
- Prepare for and participate in funding source fiscal site visits.
- Build and maintain regular communication with Program Directors, Funders, and partner agencies.

Budget & Forecasting

- Preparing and maintaining annual budget and financial forecasts.
- Provide strategic financial analysis to support organizational decision-making and long-term planning.
- Prepare in-house budget forms.
- Prepare contract and proposal budget forms.
- Prepare contract modifications.
- Monitor actual expenses compared to approved budgets.
- Maintain cost allocation formulas and prepare monthly budget-to-actual analyses with necessary adjustments.
- Work with other departments on program-level budgets and financial reporting.

Payroll & Allocations

- Review timesheets and submit semi-monthly payroll.
- Review payroll reports for changes and allocations.



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- Post payroll reports and adjusting entries (including vacation accruals) to the general ledger.

Audit & Regulatory Compliance

- Prepare for and attend annual independent audits.
- Support audit documentation and reconciliation procedures.
- Perform advanced financial reconciliation and review processes.
- Ensure compliance with governmental reporting requirements at the federal, state, and local levels.

Supervision

- Supervise 2–4 staff, including Program Assistants and a Bookkeeper, ensuring accurate and timely completion of work.
- Provide guidance and support to maintain effective coordination between program and finance activities.

Minimum Qualification:

- Bachelor's degree in Accounting, Finance, Auditing, or related field.
- Minimum five (5) years of recent professional experience in accounting or auditing, preferably in the non-profit setting.
- Experience with financial statement preparation and governmental fund accounting.
- Experience with financial accounting systems and financial statement analysis.
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP).
- Strong general ledger reconciliation skills.
- Experience with public agency reporting procedures and governmental compliance requirements.
- Extensive knowledge of Intuit QuickBooks and Microsoft Excel.
- Strong organizational, written, and verbal communication skills.
- Ability to work independently and manage workflow in a flexible environment.
- Nonprofit accounting experience
- Government-funded agency experience
- CPA preferred



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Job Requirements:

- Must be able to work outside regular business hours when necessary, including evenings or weekends.
- Must successfully clear a Tuberculosis (TB) test prior to employment and annually thereafter.
- Must complete all required annual training.
- If in recovery, must be clean and sober for a minimum of two (2) years.

Compensation and Benefits:

- Full-time, permanent position following successful completion of a six-month introductory period.
- Eligible for medical, dental, vision, accidental life and AD&D insurance benefits beginning the first of the month following one full month of continuous employment.
- Paid vacation, sick leave, generous holidays, and professional development opportunities.
- Salary range: \$90,000 – \$92,700 annually, depending on qualifications and experience.

Updated:

April 28, 2026

Application Deadline:

Open Until Filled.

Application Process:

Submit a cover letter and resume by email at officeadmin@horizons-sf.org or mail to 440 Potrero Avenue, San Francisco, CA 94110.

Horizons Unlimited of San Francisco, Inc. is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation.

Women and BIPOC Are Encouraged To Apply.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.