



Accounting and Invoicing Manager Job Announcement

Position Details

Classification and Time: Full-time, Exempt

Annual Salary: \$95,000-\$105,000, depending on experience

Hours: 40 hours per week

Benefits: Health, dental and vision insurance, 403(b) retirement plan with employer match, paid holidays, sick, and vacation time

Reports to: Deputy Director of Finance and Operations

Date Posted: April 2025

About Friends of the Urban Forest

Since 1981, Friends of the Urban Forest, a premier San Francisco environmental nonprofit, has brought together communities throughout the city to plant more than 60,000 trees -- half of San Francisco's street tree canopy. Friends of the Urban Forest has a long history of integrating urban greening with civic engagement as a way to increase community health and resilience, combat the effects of the climate crisis, and promote environmental equity and social justice. Friends of the Urban Forest recognizes San Francisco's many communities and cultures and the diverse ways in which they connect with our urban forest. We also connect San Franciscans to nature and to each other.

A position at Friends of the Urban Forest would give you the exciting opportunity to be part of a growing and dynamic professional organization that has been creating a greener San Francisco for over 40 years.

Position Summary

We are seeking a detail-oriented team player to manage the organization's accounting systems and grant invoicing, ensuring compliance with the U.S. Generally Accepted Accounting Principles (GAAP) and local and state government rules and regulations. As a key member of the Operations Team, this position will report to the Deputy Director and work closely with other operations staff to realize program deliverables in line with grant agreements and contracts.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Responsibilities include:

Financial Accounting (60%)

Under the direction of the Deputy Director, develop, manage, and streamline the financial accounting systems and procedures for the organization including:

- Manage the organization's books through Quickbooks and perform all regular bookkeeping duties including reviewing and reconciling accounts payable and receivable activities, bank account reconciliation, and month, quarter and year-end closing
- Stay abreast of the changes and/or updates to ensure compliance with the U.S. Generally Accepted Accounting Principles (GAAP), issued by the Financial Accounting Standards Board (FASB), and their applicability to grants management.
- Maintain tax-exempt status demands by adhering to specific regulations set by the Internal Revenue Service (IRS)
- Produce monthly financial statements and supporting narrative analysis, including monthly billing variance analysis and reporting to enhance business decision-making
- Process payments and ensure that accepted accounting principles and procurement standards are followed by monitoring credit card, ACH, check requests, and Bill.com transactions and vendor invoices
- Align and reconcile revenue data between online donation processing platforms (Classy/PayPal/Benevity/Wix.com), CRM (Salesforce), grants management and financial accounting systems
- Perform quality control reviews of data entered into the financial system in order to ensure compliance and data integrity
- Work with program managers to review contracts with subcontractors, vendors and suppliers to ensure fiscal policies and procedures are followed
- Generate reports and prepare other documentation in support of contract invoicing, funding reconciliation, annual audits, and other key accounting functions
- Collaborate with Operations Team to assess efficacy of internal financial policies and procedures, recommend improvements to systems and processes, and support implementation of cross-departmental projects related to finance and grants management
- Support annual budget creation, budget projections, and analysis of expenses, as needed

Grants and Contracts Management (40%)

Ensure compliance with and successful completion of the terms of grant contracts and agreements in accordance with all applicable local, state, and federal regulations and laws, including:

- Work closely with program staff to prepare and submit monthly/quarterly invoices and regular reporting for work done as part of state and local government contracts
- Reconcile accounts receivables, prepaids, unearned and payables by award based on expenses incurred to the GL and record adjusting transaction entries into the financial system
- Report regularly on amounts billed and remaining on grants, maintain grant release schedules, and process monthly and quarterly grant releases for temporarily restricted funding

- Track and monitor match fund requirements and progress on a monthly basis
- Prepare monthly financial reports on grants for program managers to support with monitoring grants and contract expenditures against the budget, providing early escalation when revisions are necessary to ensure proper alignment of expenses with the budget
- Process labor distribution changes, reconciliations, and grant closeout functions
- Prepare accurate financial reports to funders as required
- Support preparation of budgets for grant proposals and provide financial reports for grants as needed

Qualifications and Experience:

- At least five years of nonprofit or public sector finance experience
- Technical expertise in GAAP accounting principles and procedures
- Professional experience using Quickbooks for accounting and familiarity with Google Suite, Excel, and Bill.com.
- Experience successfully supporting government grants with clean audits.
- Working knowledge of Federal Cost Principles (2 CFR 200) and Federal Acquisition Regulations (FAR) as flow down terms of city/county/state grants preferred.
- Ability to maintain a high level of discretion, integrity, and confidentiality.
- Detail-oriented and able to meet deadlines with minimal supervision.
- A courteous and helpful attitude on the job, and a willingness and ability to be responsive to colleagues, volunteers, the general public, and board members
- Ability to take initiative and solve problems creatively
- A highly dependable and punctual team player with humility, humor, flexibility and self-direction
- A passion for urban sustainability and a commitment to Friends of the Urban Forest's mission and values
- A high level of emotional intelligence and a solutions-oriented approach to interpersonal disagreements
- Provide a Department of Justice record check and fingerprinting per California Penal Code section 11105.3 to work with minors
- COVID-19 vaccination - Friends of the Urban Forest will consider all requests for reasonable accommodations based on applicants who have a (1) medical contraindication to the specific types of COVID-19 vaccines available, or (2) sincerely held religious belief or practice contrary to immunization.

Competitive Compensation and Benefits

The Accounting and Invoicing Manager is full-time, exempt with an annual salary range of \$95,000 - \$105,000 depending on experience. Friends of the Urban Forest offers a competitive benefits package that includes 100% employer-covered medical, dental, vision, life, and AD&D insurance for employees and 50% for dependents (up to a certain limit). We offer a 403(b) Retirement Plan, a generous paid leave policy that includes 13 holidays each year and vacation starting at 12 days and increasing with additional years of employment, as well as funds for professional development opportunities.

Equal Employment Opportunity

Friends of the Urban Forest is dedicated to gender and race equity and inclusion. As an equal opportunity employer, Friends of the Urban Forest does not discriminate against any applicant or employee on the basis of any status or characteristic protected by applicable laws or ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records.

Black, Indigenous, and People of Color are strongly encouraged to apply, and so are candidates dedicated to anti-racism, gender inclusivity, and inclusion.

Work Environment

The position currently operates in a hybrid model with approximately 50% time working in the office located in the Presidio of San Francisco and 50% time working remotely.

The noise level in the work environment is usually moderate. Office workspaces are often shared and employees should not have any expectation that they can be assigned a dedicated workspace.

How to Apply

If you're interested and qualified, please apply using this [form](#).