



Delivering Innovation in Supportive Housing (DISH) Job Announcement: Financial Analyst

DISH is looking to hire a Financial Analyst to join our team. Under the supervision of the Director of Finance and Administration, this position will be responsible for delivering and overseeing the accuracy of the project structure in the accounting system (NetSuite/DISHforce). The job requires accurately ensuring the setting up of the project and charge codes, entering invoicing details related to client and vendor invoices, and running reports to check accuracy. The successful candidate for this position reports to the Director of Finance & Admin but will work closely with the finance team at Tides, project managers, and the executive leadership team.

Due to the nature of the work, it is a requirement that all employees must be fully vaccinated against COVID-19.

Qualified Applicants must be interested in:

- Making a difference in the world and providing great customer service!
- Assisting in the day-to-day operation of their property
- Providing building oversight and administrative coverage when the General Manager is absent
- Performing a variety of responsibilities, including a range of administrative duties, front desk coverage, and scheduling of desk clerks
- Ensuring a high standard of customer service, cleanliness, and a hazard-free environment

Agency Description: Delivering Innovation in Supportive Housing believes that everyone deserves a home. Every day, we provide high-quality, permanent housing to San Franciscans who suffer from serious health issues—because with our help, they can get off the streets, rebuild their lives, and strengthen our communities.

Delivering Innovation in Supportive Housing (DISH), a project of Tides Center, strives to provide excellent property management services to help end homelessness in San Francisco. Our guiding principle when we started remains a steadfast focus: be an effective and nimble organization dedicated to housing adults with complex health, mental health, and substance use issues in supportive housing. We continue to deliver strong, measurable outcomes and get high marks from the tenants we serve. DISH works closely with the San Francisco Department of Homelessness and Supportive Housing, which provides a broad range of voluntary social services, medical care, and referrals to the tenants we serve. For more information, visit dishsf.org.

Our Mission: Delivering Innovation in Supportive Housing (DISH) strives to provide excellent property management services to help end homelessness in San Francisco. DISH, a project of the Tides, provides custom property management services exclusively to the San Francisco Department of Homelessness

and Supportive Housing's Direct Access to Housing program. Through its work, DISH hopes to demonstrate the healing effects of home and stable community, to reinforce the self-worth of persons who have not had access to a clean, beautiful place to live, and to involve tenants in healthy and life affirming activities by drawing upon the diverse opportunities in San Francisco.

Our Values:

- Demonstrate excellence: In our work and in our interactions.
- Stay focused: On what's most important and within our control.
- Under-promise and over-deliver: Managing expectations along the way.
- Use initiative and innovation: Improving our services and performance.
- Be fair and consistent: Implementing our policies and procedures.
- Be mindful and prudent: With income and expenses.
- Be respectful and hopeful: With tenants, partners, coworkers, and ourselves.
- Be open: To different opinions, challenging discussions, and taking risks.

DISH Service Commitments:

1. Warm greetings & interactions every chance we get
2. Professional appearance every day
3. Service through helping
4. Be present and respectful at all times
5. Stay calm in the eye of the storm
6. Strive for the best environment to be in and work in

Essential Duties and Responsibilities:

- Lead and manage monthly rent roll, including data collection, monitoring deposits, and providing reports.
- Support Dir. Of Finance and Admin, Sr. General Manager, and site staff in due diligence by pulling data provided by onsite staff and consolidating data into usable formats and analyzing data.
- At month close, coordinate accruals and adjustments, check the accuracy, obtain appropriate approvals, and submit to Tides/HSH accounting for processing.
- Engage and collaborate with the HSH finance team and Tides as needed to address any reconciliation matters
- Coordinate with the facilities coordinator and project manager to obtain accurate tenant billing and vendor invoicing information. Enter data in the accounting system on time.
- Prepare standardized reporting periodically and other various deliverables.
- In conjunction with Dir of Finance and Dir of Real Estate & Consulting, track costs, billing/invoice adjustments, contract-to-date expenditures for sub-contractors, and any temporary labor.
- Provide monthly reporting in Carbon regarding unit vacancies and finances.
- Prepare monthly government invoices, which include allocating expenses in the Wells Fargo portal before invoicing.
- Will support with budget forecasting and projections.
- Reconcile and maintain general ledger accounts and schedules monthly.

- Review credit card expenses to ensure they are charged to the correct contract budget and reconcile bank and credit card statements.
- Create monthly spending reports for department managers.
- Serve as backup for the Facilities Coordinator and Project Manager in finance, including entering invoices, generating and mailing checks, scanning and organizing backup materials, and maintaining accurate and complete documentation. Gather, prepare, and maintain various records, reports, fiscal data, and confidential records.
- Maintain orderly files for audit purposes and assist in preparation for the annual audit.

OUR VALUES

- Excellence & Focus: Prioritize issues under our direct control and deliver high-quality service.
- Initiative & Innovation: Never stagnate; frequently review, refine, and enhance our services and procedures.
- Fairness & Consistency: Strive for equity and inclusion for our tenants and staff.
- Respect & Openness: In our interactions, be honest, direct, and embrace differences.

QUALIFICATIONS AND SKILLS

- An accounting Degree is strongly preferred, or up to 5 years of related and progressive work experience in place of a degree.
- Advanced skills in Excel, including dashboard creation and maintenance and pivot tables.
- Ability to be onsite three days per week
- Excellent organization, prioritization, and communication skills,
- Ability to use sound professional judgment.
- Detail-oriented and flexible to handle multiple tasks with the ability to meet critical deadlines.
- Ability to meet short and long-term goals and project deadlines.
- Ability to work independently.
- Experience with multi-cultural/multi-lingual populations/multi-disciplinary teams preferred.
- 2-3 years Netsuite and Salesforce experience preferred.
- Advanced skills in PC/Word processing/database/spreadsheets systems/Fund EZ and ability to integrate these to produce complex reports and documents.

ORGANIZATIONAL RELATIONSHIPS

Interacts regularly with internal colleagues, DISH managers, and residents.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to perform moderately complex manipulative tasks such as typing and writing and frequently required to use a computer, phone, copier, and fax machine. Must be able to reach, bend, walk, stand, and sit for extended periods. Depending on the building assignment, the ability to climb stairs will be necessary. The employee must occasionally lift and move up to 10 pounds. This employee must be able to attend meetings, sit, listen, and use a computer keyboard and mouse for up to 7.5 hours per day. Must be physically able to visually monitor the hotel lobby area and building security camera monitors. Must be able to travel locally via public transportation for work-related tasks and also by car or airplane for out-of-town responsibilities

WORK ENVIRONMENT

The incumbent will work in a shared office space with moderate noise and periodic interruptions. On occasion, you will work in one or more of our Single Room Occupancy permanent housing settings with onsite social services for formerly homeless individuals, many of whom have significant mental health,

physical health, or substance use issues. Most buildings are about 100 yrs old & have had varying capital & cosmetic improvements. Typical shifts are weekday/daytime. Special projects may require occasional schedule changes. Traveling between Dish sites, partner agency sites, and government buildings will most likely be needed.

COMPENSATION:

This is a full-time, exempt position starting as soon as possible. Salary pay range is \$75,000 - \$80,000 and dependent on experience. Compensation includes a full benefits package, including medical, vision, dental, vacation, paid holidays, sick leave, and a retirement plan.

TIDES EQUAL EMPLOYMENT EQUAL OPPORTUNITY STATEMENT

DISH, a project of Tides Center, is an "at-will" and an equal opportunity employer. Therefore, applicants and employees will not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Applying:

Position is open until filled. In addition to a resume, applicants must include a cover letter expressing their interest in this position with DISH and why they are qualified for this job. Please submit cover letter and resume to dishcentraloffice@gmail.com. No phone calls or drops-ins please.