



## Delivering Innovation in Supportive Housing (DISH) Job Announcement: AP Accountant

DISH is currently a fiscally sponsored project of the Tides Center and is in the process of becoming an independent 501(c)(3) nonprofit organization.

### **POSITION OVERVIEW**

The AP Accountant is a full-time position reporting to the Controller. The AP Accountant is responsible for day-to-day bookkeeping transactions focused on Accounts Payable and Payroll along with special projects. The AP Accountant is responsible for applying and maintaining accounting principles, practices and procedures to ensure accurate and timely financial data.

**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](http://dishsf.org).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform the daily, weekly, monthly and annual processes for accounts payable.
- Ensure proper coding, receipts and approval of invoices in accordance with organizational policies.
- Track and manage invoices, ensuring bills are paid in a timely manner.
- Manage staff reimbursements.
- Maintain and update vendor files and records.
- Support accurate and timely monthly, quarterly and year-end close processes.
- Support preparation of financial statements.
- Support preparation of financial management reports including monthly budget reports, cash flow, etc.
- Communicate with vendors and internal stakeholders to resolve payment issues.
- Ensure compliance with grant and contract requirements related to expenditures
- Support revenue and expense reconciliations.
- Assist in payroll processing and related integration into general ledger.
- File and maintain files for all bookkeeping functions and all operations of the Finance department.
- Assist in preparation of year-end closing and annual fiscal audit; actively participate in the audit.
- Assist with issuing 1099s for vendors.
- Assist in preparing reports as requested.
- Other fiscal duties/projects as assigned by the Finance department.

### **QUALIFICATIONS**

- At least an Associate's degree in Business Administration, Accounting, Finance or related field.

- Minimum of 2 years' experience in accounting/administrative role.
- Proficient in Microsoft Office systems, with strong skills in Microsoft Excel.
- Knowledge of Intacct a plus.
- Strong administration and organizational skills.
- Efficiently managing time to balance routine tasks with unexpected issues or urgent requests.
- Effectively prioritizing tasks to meet deadlines.
- Ability to work independently and in a team setting in a fast-paced environment.
- Must be a detail-oriented person.

### **LOCATION**

This position will be in DISH's offices.

### **COMPENSATION**

This will be a full-time, exempt position. The salary range for this position is \$70,000 - \$80,000 commensurate with experience plus a full benefits package including medical, vision, dental, vacation, paid holidays, sick leave, and a retirement plan.

### **ORGANIZATIONAL RELATIONSHIPS**

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

### **PHYSICAL DEMANDS**

(These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.)

While performing the duties of this job, the employee is frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to walk, stand, and sit for extended periods. The employee must occasionally lift and/or move up to 30 pounds. The employee must occasionally lift and/or move up to 30 pounds. This individual must have the ability to attend meetings, sit, listen, and use a computer keyboard and mouse up to 7.5 hours per day. Frequently required to use a computer, phone, copier, and fax machine.

### **WORK ENVIRONMENT**

Incumbent will work in a shared office space with moderate noise level and periodic interruptions as well as occasionally working 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 and/or substance use issues. Most of the buildings are about 100 yrs old & have had varying capital & cosmetic improvements. Typical shifts are weekday/daytime. Special projects may require occasional schedule changes. Local travel will most often be conducted traveling to and from DISH sites, partner agency sites and government buildings.

### **COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

At DISH, we believe that everyone deserves a home.

We believe that homelessness is created by the institutional racism present in our systems of care, housing, education, criminal justice, employment, banking, and immigration.

We believe that our role as a supportive housing provider is not just to welcome people home but also to strive for equity and inclusion.

We believe it is our responsibility to confront and dismantle the impact of racism in our role as a landlord and as an organization founded by white people, operated primarily by people of color.

We believe that by eliminating barriers to our housing, treating people with dignity, and being true to harm reduction principles we can provide a space for healing from the trauma of racism & white supremacy.

We believe that by demanding fair & equitable wages for workers, providing solid benefits, systematizing self-care, and creating opportunities for staff engagement & advancement we can enhance the strength of our amazing team

We believe as an organization that prioritizes people over property and empathy over indifference, we can make progress against the disgrace of homelessness and poverty.

We believe we have much more to do, and we believe now is the time to do it.

### **TIDES EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

DISH, a project of Tides, is an “at-will” and equal opportunity employer. Applicants and employees shall 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. Pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records for employment.

### **TO APPLY**

Position open until filled. Please submit a cover letter stating why you are interested in both DISH and this position along with a resume via email to DISHFinanceApply@gmail.com or go to our website at DISHsf.org. No phone calls or drops-ins please.

#### **Application Process:**

- Review of applications will begin immediately and continue until the position is filled
- Submission of Cover Letter and Resume outlining your interest in DISH and how your qualifications match the job description
- 2-3 rounds of interviews with members of the DISH staff
- Applicants that move forward may be asked to complete a written task
- There may be additional conversations with colleagues with whom they would be working