



Coastside Hope
Neighbors Helping Neighbors

248 Main Street Suite 200
Half Moon Bay, CA 94019
Tel: 650.726.9071
Fax: 650.726.7096

Finance Manager

Reports to: Executive Director

Status: Full-Time, Non-Exempt

Salary: \$98,500 - \$120,000 per year

Position Summary

Coastside Hope is seeking a Finance Manager to serve as the financial backbone of our organization. Reporting directly to the Executive Director, this role enables our team to serve more neighbors, secure more funding, and make better decisions.

The Finance Manager supports organizational decision-making, ensures strong financial stewardship, and serves as a key operational partner to the Executive Director and Board Finance Committee. This role will own accounting, financial reporting, budgeting, grant compliance, audit coordination, and internal controls. The ideal candidate is an experienced nonprofit finance professional who is detail-oriented, collaborative, and motivated by mission-driven work.

Coastside Hope is a ~\$3M human services nonprofit serving the San Mateo Coastside community. Our Finance Manager plays a critical role in protecting financial health and integrity that makes our mission possible.

CH is a second responder in the event of a community emergency or disaster. During an emergency or disaster, and only after personal responsibilities are under control, all staff are asked to report for work to be available to help in ways that may be different from their normal work responsibilities.

Essential Duties and Responsibilities

Accounts Payable & General Accounting

- Manage accounts payable and ensure timely, accurate payment processing.
- Maintain the integrity of the general ledger and ensure accurate accounting records.
- Prepare 1099 forms, 1096 forms, and other year-end filings in compliance with federal, state, and local tax laws.
- Perform monthly bank reconciliations and maintain accurate cash records.
- Maintain accurate financial records, including fund tracking, reconciliations, and financial reporting, in accordance with GAAP and nonprofit accounting standards.

Financial Reporting & Analysis



- Prepare accurate monthly and quarterly financial statements and reports.
- Provide financial analysis and operational reporting to support organizational decision-making.
- Develop clear, well-organized financial reports, budgets, and meeting materials for the Executive Director, Board, and Finance Committee.
- Support financial oversight activities in accordance with Board-approved policies.

Budgeting, Audit, & Compliance

- Lead the annual organization budget process in partnership with the Executive Director.
- Supervise the audit process with outside auditors and serve as the primary staff liaison throughout the annual audit.
- Assist with management of insurance, loans, and financial compliance requirements.

Grants & Development Support

- Collaborate closely with the Development Director to build budgets for grant proposals and prepare required grant financial reports.
- Ensure accurate tracking and reporting of restricted and unrestricted funds in compliance with donor and funder agreements.
- Support donor and funder financial reporting needs as requested.

Payroll & Internal Controls

- Own and oversee payroll review and maintain effective internal controls.
- Maintain and update the agency's financial policies and procedures.
- Maintain up-to-date records on proper check signatories and corporate resolutions.

Accounting Systems

- Manage and optimize accounting systems, serving as the internal resource for financial software and reporting tools.
- Identify and implement improvements to accounting workflows and financial reporting processes as the organization grows.

General

- Support the Executive Director and management team on special projects and organizational initiatives as needed.
- Other duties and responsibilities as assigned.

Qualifications



Required

- Bachelor's degree in accounting, finance, or a related field.
- 5+ years of progressively responsible experience in nonprofit accounting and financial management.
- Demonstrated hands-on experience with the full accounting cycle including AP/AR, payroll review, reconciliations, and month-end close.
- Strong knowledge of nonprofit fund accounting and GAAP compliance.
- Experience with grant financial reporting and restricted fund management.
- Proficiency with accounting software (QuickBooks Online for Nonprofits preferred) and Microsoft Excel.
- Experience supporting or managing an annual audit process.
- Ability to prepare and present financial information clearly to non-financial audiences, including board members.

Preferred

- CPA or progress toward CPA licensure.
- Experience with government grant compliance, including Uniform Guidance (2 CFR Part 200).
- Familiarity with California nonprofit regulatory requirements.
- Experience working with a fractional CFO or outside accounting contractor.

Knowledge, Skills, and Abilities

- High degree of accuracy and attention to detail with strong organizational skills.
- Ability to work independently and exercise sound judgment with minimal supervision.
- Strong written and verbal communication skills; able to translate financial data into clear, accessible information.
- Demonstrated discretion and ability to handle confidential financial and personnel information.
- Commitment to mission-driven work and the communities served by Coastside Hope.
- Ability to manage multiple priorities with flexibility, tact, and professionalism.
- Approach your work with cultural sensitivity and a genuine commitment to equity.

Working Conditions

- Primary work location is Coastside Hope's office at 248 Main Street, Half Moon Bay; hybrid schedule may be considered after initial onboarding period.
- Occasional evening hours may be required for board or finance committee meetings.

Benefits



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- SIMPLE IRA Plan
- Comprehensive health insurance
- Paid time off

To Apply:

Please email your resume and cover letter to admin@coastsidehope.org

Coastside Hope is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, veteran status, gender identity, genetic information, or any other characteristic protected by federal, state, or local law.