

Project Commotion Overview

Founded in 2006, Project Commotion (PC) is a community-based organization located in the Mission District of San Francisco. Our mission is to foster healthy development in children of all abilities through purposeful movement, play, and family and community relationships. PC serves children and youth, along with their parents/caregivers, educators and interdisciplinary support teams -- strengthening inter-generational connections and community health through embodied, educational movement-based programs. Equity and empowerment is at the core of all of our work. Our programs are bilingual English/Spanish, taught in an inclusive environment where children of all abilities can flourish physically, socially and emotionally.

Job Posting: Finance & HR Manager

Hours per week: .5 FTE, PT 15 - 20 hrs per week

Reports directly to the Executive Director

Non-Exempt

Project Commotion is seeking an energetic Accounting & HR professional who is passionate about supporting a team in their delivery of intentional community-based movement and play programming for families in the Mission District and beyond. You are:

- Experienced and knowledgeable.
- Highly organized and able to work independently with little or no supervision.
- Fluent in English and Spanish with strong communication skills.
- A person who thrives in a collaborative environment -- an eager thought partner to leadership, administrative and program staff.
- Flexible and creative in your thinking and open to learning new skills.
- Passionate about creating intentional organizational structures, practices and policies that support PC program staff to deliver high-quality programming to children, youth and families in our community.

You will work closely with the ED, closing accountant, program staff, and communicate directly with the PEO service provider.

Position Summary

Finance and HR Manager will organize and coordinate accounting, office administration and operations procedures, in order to ensure organizational effectiveness, efficiency and safety. The Finance and HR Manager is responsible for internal communication protocols, streamlining administrative procedures, performing transactional accounting activities, office staff supervision and task delegation.

Responsibilities

Accounting Support

Perform day to day accounting functions, including data entry, check and payment collection, bank deposits, and journal entries. Familiarity with Quickbooks, general bookkeeping, financial statements and payroll processing.

Financial Documentation

Collaborate with Development Officer (DO) to create financial documents required by funders. Support ED/DO with Grant Invoicing. Create budget templates. Support the ED in developing the annual budget. Create regular financial reports to be presented to the Board of Directors.

Human Resources

Maintain and upkeep PC's PEO platform service. Responsible for uploading and maintaining the online document center and any physical personnel files. This includes permits, licenses, training, and other documents required by law. Ensure protocols for onboarding and termination are followed accurately and assist with communication between employees and PEO as needed. Engage in employee interactions with the intention of cultivating an organizational culture that centers on health and wellness of both the staff and the community.

Organizational Capacity-Building

Assist in developing/professionalizing organizational documents, such as contracts, budgets, outreach materials, etc. Collaborate with Culture & Curricula Coordinator to promote and maintain organizational culture. Explain relevant aspects of HR policies and protocols at staff meetings and/or retreat as needed.

Staff Meetings and Retreat:

This position is encouraged to attend regularly scheduled staff meetings and annual staff retreat.

Fundraising and Organizational Support

Project Commotion maintains a robust culture of fundraising shared by all staff. Though fundraiser efforts are led by our Development Officer, all staff are expected to contribute. Staff are trained on how the organization is funded and are given the tools to talk about the organization holistically. All staff work together to make Project Commotion's annual fundraising event a success. Additionally, each staff member helps to sustain the organization in ways that are meaningful to that staff member. Activities might include but are not limited to inviting people to a fundraising event, asking businesses for donations or sponsorships, sharing social media posts, and/or representing Project Commotion at events.

Further Education and Staff Training

As part of the employee's commitment to Project Commotion, they will work to deepen their understanding of Project Commotion's philosophy and approach, as well as related subjects of child development, etc. through attendance at workshops, seminars, and publications. They will also continue to pursue professional development opportunities specific to their field, such as child development, kinesiology, and facilitation workshops. Professional development hours may be paid, according to the capacity of the organization.

PC will provide a minimum of 8 hours of paid staff training annually. Topics may cover, but are not limited to, brain development, sensory systems, building relationships, movement exercises incorporating midline activities, communicating with parents and caretakers, working with

diverse populations, trauma informed care. This may include bi-weekly staff meetings, staff workshops led by the PC leadership team.

Evaluations & Professional Growth Plans: All employees participate in annual goal setting, action plans, and personal and peer evaluations.

Other

All staff may, at times, step into other programs/roles to support in times of need.

Position Qualification Requirements

Education: Bachelor's degree in accounting, business, finance or related field. Proficient with MS Suite or Google Suite.

Experience: Minimum of 2-years experience in accounting, HR, and/or organizational development or a minimum of 3 years comparable and transferable skills acquired in a professional setting. Previous experience in non profit preferred.

Requirements:

- Excellent knowledge of accounting and human resource management
- Excellent communication skills, both verbal and written
- Strong people skills
- Excellent organizational skills
- Ability to meet deadlines
- Attention to detail

Language(s): Bilingual English/Spanish required, with capacity to provide mono-lingual Spanish-speaking staff with HR support.

Schedule, Pay and Benefits

Work Schedule

15 - 20 hours weekly, according to organizational needs. Potential to grow into a $\frac{3}{4}$ time position according to organizational growth and need. Hours are flexible, and work can be split between on-site and remote hours. Some weekend and evening shifts required, according to event, meeting and outreach schedules.

Salary

\$27 - 30 hourly, depending on experience

Vacation

This position does not currently accrue vacation hours as it is under 20 hours per week. If hours are to be extended beyond 20 hours, vacation accrual will be updated according to FTEs.

Sick Leave

In accordance with state, federal, and local laws, employees will accrue 1 hour of paid Sick Leave for every 30 hours worked up to a maximum of 72 hours of paid Sick Leave per year. Employees begin accruing paid Sick Leave on the first day of employment.

Medical Benefits

No medical benefits for this part time position.

To Apply

Applicants are advised to read through our website at www.projectcommotion.org to develop an understanding of our programs, mission and philosophy before submitting an application.

To apply, please upload/send an email to info@projectcommotion.org with the following:

1. Subject line: Application for Finance & HR Manager
2. A cover letter indicating position of interest
3. Resume
4. List of 3-4 references with name, email, phone, and nature of relationship noted.