



Queer Cultural Center
P.O. Box 26556
San Francisco, CA 94126

Job Description: Finance and Operations Manager

Job Title Finance and Operations Manager

Reports to Interim Executive Director

Employment Status Full-time, exempt, salaried employee

Compensation \$72,000 - \$75,000 annual salary

Benefits Full coverage for health, dental, and vision insurance; PTO package including 9 days of sick leave, 12 days of paid vacation, 11 paid holidays, and 5 days of bereavement leave per year. Eligible for 401k retirement plan with 3% employer contribution after 3 months. Flexible work hours. \$1k/year to use for professional development.

Location QCC is based in San Francisco, CA. Staff work a combination of remote and in-person hours.

About Queer Cultural Center

Queer Cultural Center (QCC) promotes social justice and the artistic and financial development of queer art and culture. We steward artists whose programs nourish, connect, and mobilize trans & queer communities in the San Francisco Bay Area. QCC's services for artists include fiscal sponsorship and hands-on training with financial literacy, fundraising, and capacity building. Since our founding in 1993, QCC has served an estimated 125,000 LGBTQIA2S+ San Franciscans and the 350,000 LGBTQIA2S+ residents of the greater regional SF Bay Area. We've curated 27 consecutive month-long National Queer Arts Festivals (NQAF) featuring work from more than 2,500 LGBTQIA2S+ artists. QCC's artist services has supported over 50 Bay Area LGBTQIA2S+ artists and arts organizations to secure over \$10 million in programmatic and general operating funds.

Position Summary

The Finance and Operations Manager is a central role in ensuring the financial health and operational efficiency of Queer Cultural Center. This position requires a strong foundation in spreadsheet use, financial management, and operational coordination. The ideal candidate will be highly organized, detail-oriented, and possess excellent communication and problem-solving skills.

Job Responsibilities

1. Finance (50%)

- **Accounts Payable**
 - Use spreadsheet-based tracking system to prepare incoming invoices for ED review and approval for weekly AP cycle for QCC and 12 Fiscally Sponsored Projects (FSPs)
 - Communicate day-to-day financial transactions with project directors from FSPs regarding availability of funds and status of their payment requests
- **Accounts Receivable**
 - Prepare outgoing invoices for ED review and approval for monthly government reimbursement grants and as-needed for other payments, for QCC and FSPs
 - Submit outgoing invoices to customers after approval by QCC and FSPs
- **Deposits**
 - Use QCC's mobile check scanner and CheckExpress system to deposit physical check payments for QCC and FSPs
 - Log records of each deposit in spreadsheet-based tracking system
- **Payroll**
 - Prepare payroll every two weeks via online payment system (Gusto) for QCC's 4 full-time employees and up to 4 seasonal part-time employees
- **Monthly Close**
 - Ensure that all revenue and expense transactions have complete and accurate information for descriptions, coding (account, class, and fund), and dates (accrual method) in spreadsheet-based Income Log and Expense Log, for QCC and FSPs
 - Upload PDF or JPG copies of all invoices, payment receipts, and check copies to the appropriate location in QCC's file system (Google Drive) with complete and accurate file names, for QCC and FSPs
 - Link all invoices, payment receipts, deposit receipts, and check copies to appropriate lines in Income Log and Expense Log, for QCC and FSPs
 - Upload monthly CSV of expense transactions to QuickBooks Online
- **Annual Audit**
 - Keep accurate and complete records of transactions year-round
 - During annual audit, coordinate with Executive Director and accountant to prepare and pull files for fieldwork

- **Organizational and Department Budgets**
 - Support staff members with budget and spending-related questions
2. **Operations (40%)**
- **Information & Communication Technology**
 - Act as the central coordinator on staff for QCC's information systems, including Google Drive, ClickUp, OnePassword, and CRM database (Salesforce)
 - Support staff to learn how to use the systems effectively and efficiently
 - Coordinate with information systems & CRM database consultants during CRM needs assessment, design, testing, and rollout process
 - **Mail**
 - Travel in person a minimum of once per week to collect mail from QCC's PO Box in San Francisco
 - Send correspondence and checks
 - **Legal & Compliance**
 - Support Interim Executive Director with routine administrative compliance tasks such as requesting event insurance certificates from our broker, uploading copies of files to regulatory agencies
3. **Coordination (10%)**
- Meet with Interim Executive Director weekly for supervision meetings to coordinate on priorities for the week
 - Participate in weekly Staff Meetings for discussion, planning, decision making, and evaluation of organization-wide efforts
 - Meet with finance team weekly to coordinate on outstanding tasks and problem-solving

Qualifications

- 1+ years of experience in nonprofit finance or operations
- 5+ years of experience in the workforce overall
- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency with Google Sheets and Microsoft Excel
- Experience with data entry in spreadsheets and databases
- Enthusiasm for day-to-day problem-solving

How to Apply

To apply, please prepare a cover letter, resume, and contact information for 3 references. Then, [submit your application materials and responses to the application questions via our hiring website](#). We will not review applications submitted any other way. **Applications due by November 3, 2024.**

Equal Employment Opportunity

Queer Cultural Center values a diverse workplace and strongly encourages women, people of color, LGBTQ2S+ individuals, and people with disabilities to apply.

QCC is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

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