



730 Polk St, 4th Floor | San Francisco, CA 94109
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www.stjamesinfirmary.org

JOB ANNOUNCEMENT
FINANCE DIRECTOR

32 hours per week, \$70,000 annually (Salaried, Exempt)

About St. James Infirmary:

St. James Infirmary (SJI) offers free, confidential, nonjudgmental medical and social services for Sex Workers (current or former) of all genders and sexual orientations. We are the first occupational health and safety clinic in the U.S. run by Sex Workers for Sex Workers! St. James Infirmary works actively to combat racism, classism, misogyny, homo- and transphobia, ableism, and all other forms of oppression that lead to discrimination, stigma, and marginalization.

Philosophy:

There are many factors which affect the working conditions and experiences for all Sex Workers including the political and economic climate, poverty and homelessness, stigmatization, violence, as well as the overwhelming intricacies of the legal, public and social systems. It is the philosophy of The St. James Infirmary to build upon existing skills and strengths in order to allow individuals to determine their own goals while providing culturally competent and non-judgmental services.

Position Overview:

The Finance Director oversees all aspects of St. James Infirmary's financial operations. The Financial Director is responsible for compiling, analyzing, interpreting, and translating fiscal data into actionable information to drive operational and program decisions by our Executive Management Team and Board of Directors. This role includes but not limited to: general accounting, accounts receivable/payable, contract/lease compliance, budgeting, audit support, quarterly analysis/reporting, and monthly reconciliations. The Finance Director will primarily work remotely, and attend staff meetings 1-2 times per week at our downtown office space (Bay Area residents only).

Duties & Responsibilities:

- Monitor the day-to-day financial operations within the organization (payroll, invoicing, and other transactions)
- Manage the preparation and publication of departmental and organization financial documents
- Examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles
- Prepare annual tax return and statements
- Participate in strategic data analysis, research, and modeling for Executive Management Team and Board of Directors

- Support project analysis, validation of plans, and ad-hoc requests
- Ensure compliance with accounting policies and regulatory requirements
- Develop or recommend solutions for problems or situations related to finance
- Other related duties and responsibilities to support the working of the St James Infirmary as assigned

Required Skills and Qualifications:

- Bachelor's degree in Finance or Accounting OR 5+ years of experience in accounting and/or financial analysis; CPA is preferred
- Ability to synthesize large quantities of complex data into actionable information
- Ability to work and effectively communicate with funders and community partners
- Excellent business judgment, analytical, and decision-making skills
- Proficient in QuickBooks and knowledge of financial reporting and data mining tools such as Access, etc.
- Strong demonstrated use of Excel, Word, and PowerPoint
- Commitment to cultural humility and experience working with people of different racial and ethnic backgrounds, gender identities, sexual orientations, people who use substances – including injection drugs – those experiencing homelessness, people with mental health challenges, people with disabilities, and people living with HIV/AIDS and/or Hepatitis C
- Commitment to SJI and OTH mission and values, and proven ability to provide outstanding leadership, and work cooperatively with other colleagues and community members with the highest degree of integrity
- Excellent written and verbal communication skills
- Organized and strong attention to detail
- Able to handle and thrive in a multi task and fast-paced environment
- Capable of protecting sensitive information in a confidential manner
- Flexibility with schedule and activities

HOW TO APPLY

Please submit a thoughtful cover letter explaining your interest in St. James Infirmary and where/how you found out about this career opportunity. Email your cover letter and resume to anita.oshea@stjamesinfirmary.org. Please write your name and the title for this position (“Your Name – Finance Director”) in the subject line of your email. Incomplete applications will not be considered.

St. James Infirmary is an equal opportunity employer. *We strongly urge candidates with sex work experience who are trans or gender non-conforming, and/ or people of color to apply.*

BENEFITS

St. James Infirmary offers a competitive salary, commensurate with experience and skills, health insurance, vision and dental insurance, and other employee benefits.