



SAN FRANCISCO
CONSERVATION CORPS

Job Announcement

Job Title:	Contracts and AP Specialist
Classifications:	Full Time, Salary, Exempt, Non-temporary
Compensation:	
Health Benefits:	Yes
Hours:	40 hours per week
Schedule:	Normal operation times - Monday through Friday 8:30 a.m. to 5:00 p.m. (exact times to vary according to agency and department needs)
Department:	Finance
Location:	Headquarters (205 13 th Street, suite 2001 SF, CA 94103)
Licenses/Certificates	
Required:	N/A
Reports to:	Accounts Payable and Payroll Manager
Supervises Others:	N/A

Program Description

The San Francisco Conservation Corps (SFCC) is a non-profit job readiness and education program serving young adults between the approximate ages of 18 and 26 who work within crews to address community needs through service and conservation-related work. SFCC job readiness opportunities for young adults include, but are not limited to, landscaping, restoration, installing play structures at public schools and community centers, recycling, and internships. Concurrently and in partnership with the John Muir Charter School, the young adults focus on attaining their High School Diploma and GED or participate in the Corps-to-Career higher education program.

Job Summary

The Contracts and AP Specialist will support the finance department in payment processing and organization as well as assisting in bids and reporting. Functions will include managing office mail, processing and tracking purchases orders, invoice entry and payment preparation and funder data entry and producing back up information.

Essential Duties and Responsibilities

These include but are not limited to:

- **Administrative:** Open and log incoming mail, facilitate and track office purchase orders, organize, archive and maintain accounts payable filing system.
- **Attendance Tracking:** Set up, distribute, update and maintain attendance trackers for class and work.
- **Payroll Support:** Assist in tracking timecards, sick time and paid time off. Organize payroll checks for distribution.
- **AP Entry/ Payments:** Enter, log, scan and index all approved vendor invoices and bills. Assist with credit card and credit account purchase tracking and documentation.
- **Contracts:** Enter funder contract documentation and information details in online portals. Administrative support for vocational instructors including tracking attendance and program outcomes for entry into Cal Jobs portal.
- **Accounts Payable:** Execute check run prep to ensure accurate payment of vendors. Assist the finance department with post billing reporting.
- **Communications:** Communicate directly with supervisor and all departmental staff regularly and coordinate with staff across other departments when necessary.
- Assist with Accounts Payable billings, as needed
- Assignments and projects as assigned, as needed.



Job Announcement

Typical Working Conditions

Typical conditions include working in an office setting; occasional lifting up to 50 pounds, carrying, pushing/pulling more than 50 pounds; constant keyboarding, handling, and other repetitive hand motions; constant sitting; and frequent standing and bending; frequent need to answer front door and open/close office blinds and doors.

Equipment Used

This position requires constant use of keyboarding, computers, multi-line telephone systems, photocopiers, fax machines, printers, and other electronic office equipment.

Minimum Education and Experience Required

- Bachelor's Degree
- Experience working in an office setting or customer service-oriented setting and performing administrative duties
- Experience using general office equipment (such as fax machines, photo copiers, multi-line telephone systems)
- Experience working with large amounts of data and spreadsheets, including Excel spreadsheets
- Understanding of working with and maintaining confidential information
- Organizing and maintaining large amounts of paperwork
- Filing and maintaining files and confidential paperwork

Minimum Skills Required

- Highly organized
- Microsoft Word and Excel
- Pleasant, professional, and positive demeanor and ability to take directions and follow through on projects and assignments
- Strong interpersonal and communication skills
- Ability to prioritize and complete multiple tasks
- Ability to meet deadlines and juggle multiple tasks simultaneously
- Strong organizational skills and attention to detail
- Desire to improve skill set by taking on new challenges
- "Take-charge" personality- always looking for new ways to improve processes to save time and resources

The SFCC is an Equal Opportunity Employer

The SFCC does not discriminate against any individuals on the basis of sex, sexual orientation or preference, gender, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status pregnancy, childbirth or related medical conditions, medical condition, mental or physical disability, veteran status, or any other characteristic protected by applicable federal, state or local law, ordinance, or regulation.

Americans With Disabilities ACT (ADA)

Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), as amended, protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations, unless such accommodations would impose an undue hardship on the employer.