



Director of Finance and Administration San Francisco, CA (hybrid)





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BACKGROUND

The San Francisco Wholesale Produce Market (The SF Market) makes things grow – for farmers, distributors, wholesalers, retailers, restaurants, and communities. Home to a diverse group of merchants in a single vibrant San Francisco marketplace, our wide range of produce businesses supplies the widest, best-tasting selection of fresh produce available in Northern California. The market is a platform for critical access and scale – providing the food infrastructure, programs and relationships that help hundreds of farmers, Bay Area food businesses and their communities thrive.

The SF Market is San Francisco's original – and only – wholesale produce market. As a pillar of the Bay Area's food economy for over 60 years and a non-profit social enterprise since 2013, we create jobs for over 500 people and foster efficiency, diversity and innovation. The market moves millions of pounds of fresh produce through the Bay Area, occupies 485,000 sq. ft. of food-focused warehouse and logistics space in San Francisco's Bayview Hunter's Point neighborhood, and is implementing [reinvestment plans](#) to upgrade our facility designed to support new food businesses and an engaged community. The SF Market's focus on growth extends to the entire food system – with programs directed toward local farmer partnerships, food recovery, and healthy retail policy.

VISION

The SF Market envisions all communities in the San Francisco Bay Area having reliable access to abundant fresh produce.

MISSION

Our mission is to connect and grow the region's food and agriculture community from our wholesale market in the heart of San Francisco.

BY THE NUMBERS

- The SF Market is a pillar in the **\$113 billion** Bay Area food economy.
- Home to a diverse group of independently owned food businesses
- Employs over **500 workers**
- Works with **1,000s** of restaurants, grocers, and other food businesses across the Bay Area
- Key buyers for **100s** of regional and California farms and growers
- Food Recovery program donates an average of **4,000 pounds** of produce each day

To learn more about The SF Market, visit thesfmarket.org.

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POSITION

The SF Market is searching for a Director of Finance and Administration to join the organization, the organization's first-ever senior level in-house finance role. The new Director will be charged with leading finance and accounting for the organization, supporting The Market's ongoing operations, multi-phase reinvestment projects and capital improvements that will upgrade and expand their facilities, as well as overseeing administration including HR and IT.

As a member of the leadership team, the Director of Finance and Administration, will report to the General Manager of the Market and will oversee a Controller and Administrative Manager, as well as several external consultants that support the work of the SF Market team including HR and IT vendors. The Director will receive onboarding support and ultimately transition work from an externally contracted CFO and bookkeeper.

This position requires sound financial and commercial real estate management skills and thoughtful and strategic application of that knowledge and experience. This is a call for big thinkers who are ready to do the implementation work.

RESPONSIBILITIES

The duties outlined here include most of the anticipated functions, but this position requires an agile leader who can apply their skills nimbly, pivot with changing strategies, and utilize consulting support as needed.

STRATEGIC FINANCIAL MANAGEMENT

- Participate in ongoing strategic planning process as an integral member of the leadership team.
- Ensure effective fiscal health and financial stewardship; oversee long-term budgetary planning and cost management in alignment with the strategic plan.
- Ensure timeliness and accuracy of the financial reporting for funders, foundations, Finance Committee and Board of Directors.
- Oversee the preparation and communication of monthly, quarterly and annual financial statements.
- Develop and utilize forward-looking, forecasts and activity-based financial analyses to provide insight into the organization's operations and re-investment projects.
- Collaborate with the General Manager, Fund Development Director and Project Managers on financing strategies for capital improvement projects.
- Report to the General Manager and Board's Finance and Audit Committees regarding the annual budget, audit and longer-term financial strategy. Generate reports and develop tools to provide critical financial and operational information to the staff, Board and Finance and Audit committees.

Director of Finance and Administration San Francisco, CA (hybrid)

ACCOUNTING & OPERATIONS

- Oversee the Controller to ensure proper maintenance of all accounting systems and functions including accounts payable, accounts receivable, purchasing, and payroll.
- Ensure implementation and enforcement of internal controls and financial procedures.
- Oversee annual operational, capital improvement and re-investment budget planning process; monitor and report on “budget to actual” variance analysis.
- Oversee compliance and recognition for government (federal, state, and city) contracts and private grants.
- Manage cash flow and forecasting. Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Coordinate and lead audits and proper filing of tax returns in collaboration with the Controller; liaise with external audits and and Audit Committee; remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit fiscal operations.
- Optimize the handling of Lines of Credit and banking relationships; implement appropriate strategies to enhance cash positions.
- In collaboration with the Finance Committee, maximize investment income per investment strategy.

ADMINISTRATION

- Collaborate with The SF Market leadership to develop and implement plans for the operational infrastructure of systems, processes, and policies that support operational effectiveness and efficiency.
- Support and empower IT professionals (in-house and/or outsourced) to ensure effective use of IT systems and software to support organizational business processes.
- Oversee and leverage HR & Benefit vendors to support all people-related policies and procedures.
- Support the organizational efforts to promote an organizational culture of collaboration, open and frequent communication, adaptation, and celebration of success in achieving specific projects and broader organizational objectives.
- Work closely with Audit Committee and team on risk management to ensure thoughtfully crafted strategies to minimize risk throughout the Market and organization.
- Negotiate and assess insurance policies and providers.

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ORGANIZATIONAL & TEAM LEADERSHIP

- Actively engage in the professional development and performance management of direct reports (Controller and Administrative Manager) through effective goal setting, regular constructive feedback and coaching.
- Collaborate with management and program staff to align The SF Market's resources with short-term and long-term goals.
- Serve as a thought partner to the General Manager on the organization's financial, budgeting, and administrative processes to continuously develop and improve systems.
- Facilitate cross-departmental collaboration that ensures that all financial and operational solutions positively support SF Market's evolving strategy, program delivery, and data collection needs.
- As Committee Liaison, build effective working relationships with the Finance and Audit Committee of the Board of Directors. Design and implement annual Committee work plans in conjunction with Strategic Plan.
- Represent the organization and foster relationships with financial partners, including financial institutions, investors, auditors, public officials and other stakeholders.

QUALIFICATIONS

- Strong alignment with The SF Market's mission, vision and core team values of trust, curiosity, collaboration, authenticity, and integrity.
- Bachelor's degree in finance, accounting or related field with the Certified Public Accountant or Certified Management Accountant designations.
- 10+ years in progressively responsible real estate financial roles, including accounting and management experience, with some experience in operations; nonprofit finance is a plus.
- Strong understanding of real estate development finance, commercial real estate, and similar areas; knowledge of commercial real estate financing, tax credits, and public/private funding mechanisms is highly desirable.
- Exceptional strategic, critical thinking, and financial analysis skills; high attention to detail and a commitment to producing high-quality work.
- Excellent interpersonal and communication (written, verbal, and presentation) skills, with the ability to foster effective working relationships both internally and externally.
- Ability to lead and manage multiple projects, practice delegation, and initiate collaboration.
- Exceptional systems and process orientation, and a track record of designing and implementing system improvements.
- Proficiency with Yardi or comparable property management software.
- Experience managing small teams and overseeing consultants and contractors.

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COMPENSATION & BENEFITS

Based on the qualifications above, the salary range for this position will be \$180,000 - \$195,000. The SF Market offers health benefits with Kaiser Permanente or Anthem Blue Cross (100% fully paid premium for employees with Kaiser or a contribution towards the Anthem options) as well as 100% employer-paid dental coverage through Delta Dental and vision coverage through VSP Choice. In addition, The SF Market contributes 3% towards 401K retirement plan savings and provides discretionary profit-sharing contributions annually. Employees start with 15 vacation days which increase to 20 after 5 years of service, in addition to receiving 9 days of accrued sick leave, 7 federal holidays, and their birthday off. After 10 years of service, staff are also eligible for a one-month sabbatical.

This position will have a hybrid schedule, with Monday, Tuesday and Thursday as designated days in the office.

The SF Market is an equal opportunity employer and values diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We participate in E-Verify. E-Verify is a web-based system that allows us to verify the employment eligibility of our new hires. To participate in E-Verify, we are required to provide information from each new employee's Form I-9 to the Social Security Administration and, if necessary, the Department of Homeland Security. We do not use E-Verify to pre-screen job applicants. All qualified applicants will receive consideration for employment without regard to their immigration status. For more information about E-Verify, please visit the E-Verify website at <https://www.e-verify.gov/>.

The SF Market will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if The SF Market is concerned about conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report. Find out more about the Fair Chance Act by visiting the Civil Right's Department Fair Chance Act webpage.

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To apply for this position, please click [here](#).

