

FINANCE MANAGER

SALARY RANGE: \$95,000-\$115,000 full-time equivalent

PERCENT OF FULL-TIME: 50-70% (20-28 hours per week)

TIMELINE: Review of applications starts two weeks after posting, and will continue until the position is filled

[Link to apply on Gusto](#)

WHO WE ARE

Turner Labs scales critical housing innovation at the intersection of affordability, equity, and sustainability. As a sister organization of the [Turner Center for Housing Innovation](#) at UC Berkeley, we transform innovative research and policy expertise into actionable tools, programs, and partnerships. We have three main programs: a Housing Venture Lab that supports emerging nonprofit and for-profit entrepreneurs, a Data Solutions Lab that builds data tools for policy decision-makers, and a new Builders Lab that will support firms advancing construction methods to produce new housing. Turner Labs is well-supported with philanthropic funding from major organizations and a growing amount of earned revenue from our data products.

THE ROLE

Turner Labs is seeking a creative and detail-oriented financial manager who is excited to help a growing organization build and execute the systems we need to expand our impact. The Finance Manager will manage critical organizational budgeting, accounting, financial reporting, contract and grant administration, compliance, tax, and audits. They will also partner with organizational leadership to design and implement improved systems and reports for key organizational financial processes, including tracking actuals vs. budget and invoicing.

The ideal candidate will bring a track record of managing financial functions at a growing organization. The role will report to the Chief Executive Officer of Turner Labs and manage relationships with external financial partners, including tax and audit contractors. The role will also work in concert with and be advised by a part-time consulting CFO.

KEY RESPONSIBILITIES

Finance & Accounting

- Review and approve 3rd party monthly bookkeeping and accounting reports.
- Pay organizational bills and manage invoicing.
- Review and approve 3rd party monthly, quarterly, and annual financial statements for the leadership and board, including budget vs actual, year-to-date comparisons, and balance sheets.
- Review and approve 3rd party reconciliation processes through resolution.
- Process employee and partner reimbursements.
- Track and reconcile all income, including revenue, accounts receivable, donations, and pledges.
- Document all income information across internal systems and provide variance reports to leadership.
- Manage implementation of appropriate fiscal internal controls, accounting policies, and procedures.
- Collaborate with leadership on annual budget development.
- Manage monthly check-in process for budget vs actual with Program Directors.
- Assist with evaluating and implementing new financial software as needed.
- Serve as the primary point of contact for external tax and audit firms, including overseeing annual audits, preparing documents, and reviewing drafts.
- Prepare monthly annual forecasts of operating results and cash flow.

Grants administration

- Manage restricted donations, including tracking expenses and producing reports.
- Manage finance and compliance-related communications with donors and customers, including receipts and tax documents.
- Track all grant agreement requirements and reporting timelines.
- Prepare financial reports for grant reporting.
- Prepare quarterly updates of grants in the pipeline.
- Manage grant disbursements for organizations participating in Lab programming.

DESIRED SKILL SETS AND QUALIFICATIONS

Mentality

- Highly organized and detail-oriented
- Autonomous self-starter
- Thoughtful communication style that meets the needs of diverse team members and engenders trust.
- Commitment to transparency, humility, and collaboration in and outside Termer Labs.

Skills

- Ability to manage complex data and reporting systems
- Experience in general ledger accounting.
- Experience in nonprofit GAAP fund accounting, billing, auditing, and fiscal management.
- Proficient in Google Sheets, Excel, Quickbooks Online, and Salesforce.
- Ability to effectively engage with team members of all levels and across departments.
- Strong project management, including time management, goal-setting, multitasking, and prioritization.

Desired professional experience

- Quantitative analytic background, including experience developing financial reports across revenue, budget, variance, etc.
- Bachelor's degree in Accounting or Finance or similar.
- 5+ years experience in finance-related roles.
- Experience creating systems to improve organizational processes.

The person serving in this position needs to be excited to join the team in a newly created position and demonstrate comfort with the dynamism that entails. This means being open to fluidity, being willing to jump in and do what is necessary even if it isn't in the job description, and being passionate about supporting the organization in partnership with other team members.

WHAT YOU'LL EXPERIENCE

The target salary range for this position is \$85,000 - \$110,000, prorated to reflect a 50 to 60% full-time equivalent (FTE) position, and commensurate with experience. The percentage FTE could grow alongside our organization's growth, if there is mutual interest. We offer a comprehensive



benefits package that includes: medical, dental, vision, disability, and mental health coverage, 18 vacation days, one sick day a month (accrued), 14 paid holidays, and the opportunity to participate in a generous retirement savings plan matching program.

This position will be located in Oakland, CA, with opportunities for a limited hybrid work schedule (up to 40% remote).

Termer Labs is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage individuals to apply who bring lived experience with issues of housing affordability and equity.