

HOSPITALITY HOUSE
JOB ANNOUNCEMENT

TITLE: Payroll Coordinator
REPORTS TO: Director of Finance and Operations
COMPENSATION: \$66,980 annually, vacation and generous benefits, including medical, dental vision and 403B retirement plan
STATUS: Full-time, exempt
SCHEDULE: Monday through Friday, 9am-5pm
DEADLINE: Open until filled. Open to internal candidates until 7/25/24

ORGANIZATION DESCRIPTION:

Founded in 1967, Central City Hospitality House is a progressive, community-based organization located in San Francisco's Tenderloin neighborhood that provides opportunities and resources for personal growth and self-determination to homeless people and neighborhood residents. Our mission is to build community strength by advocating policies and rendering services which foster self-sufficiency and cultural enrichment. We use a peer-based approach and encourage participation from our constituents on various levels of decision-making and service-delivery.

Hospitality House has six integrated programs at four locations in our core neighborhoods. The Tenderloin Self-Help Center and Sixth Street Self-Help Center are two behavioral health-based community centers that provide emergency and support services, benefits advocacy, housing referrals and access to individual therapy using a low-threshold, peer-based, self-help model. Together, these centers reach thousands of community residents every year. The Shelter Program is a small men's congregate emergency shelter that provides one-on-one case management and advocacy, daily meals, and wellness support for up to 22 men each night. The Community Arts Program is the City's only free fine arts studio for low-income artists offering skills workshops for artists to hone their talents, open studio hours, ceramics, silk-screening, and other classes, with gallery & exhibition space for artists to sell their work – and keep 100% of the proceeds. The Community Building Program includes weekly support groups, volunteer opportunities, civic engagement activities, and the Healing, Organizing & Leadership Development Program, featuring trauma-informed healing and activism for community residents. The Employment Program offers job readiness and barrier removal services, job training resources, and vocational assessment, and job fairs and placement assistance through two neighborhood-based resource centers.

DESCRIPTION:

The purpose of this position is to provide support and coordination to the agency's programs in system-wide efforts that enhance the health, safety and overall functioning of the programs and to be accountable to the representation of the agency in a manner which is consistent with the agency's philosophy and ethical standards. The Payroll Coordinator duties include managing all aspects of payroll and related tasks. This position is also part of the agency's leadership and represents the agency as needed in external meetings and coordinates with other members of the leadership team as needed.

QUALIFICATIONS:

- Bachelor's Degree desirable, education may be substituted for at least 2 years' experience in related field.
- Must display good judgment and ability to maintain confidentiality.
- Able to gather and analyze information skillfully.
- Must have a working knowledge of payroll software applications as well as other applications including Microsoft Office and Google Suites.
- Must have an ability to produce and analyze reports, and write business correspondence.
- Must have ability to effectively present information and respond to questions from managers and staff.
- Must have an ability to read, understand, and apply language from contracts, manuals, policies, technical procedures, and instructions.
- Must have demonstrated analytical, critical thinking, and problem-solving skills.
- Must read, communicate orally, and write in English.
- Must be reliable, highly organized, attentive to detail, and able to multi-task.

- Experience working with people experiencing poverty, homelessness, mental health issues, active drug use, life-threatening illnesses, social disenfranchisement, and/or other related issues.
- Experience working in non-profit or public sector preferred.
- Ability to set goals, meet deadlines, and work both independently and as a member of a team.
- Bilingual desirable.

Hospitality House is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religious creed, color, age, sex, gender, sexual orientation, gender identity, national origin, religion, marital status, medical condition as defined under State law, disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Please send RESUME and COVER LETTER TO:

Hospitality House/Payroll Coordinator Search

290 Turk Street, San Francisco, CA 94102 or personnel@hospitalityhouse.org

Please specify the position for which you are applying. Please NO PHONE CALLS or VISITS.