

Posting Date: 6/14/2021

Position Title: Director of Finance & Administration

Reports to: Executive Director

Direct reports: Office Manager, Human Resources Manager, Bookkeeper/Payroll Administrator, Contracts & Receivables Associate, and Program Integration Specialist

Employee Classification: Regular, full-time, exempt

Compensation: \$78,267-\$96,258

Benefits: Generous 90% employer-paid medical, dental, and vision insurance; 401K plan with employer match; subsidized transit pass; cell phone reimbursement; paid time off & seven paid holidays annually. Flexible work hours. Working remotely until further notice.

About APANO:

APANO (The Asian Pacific American Network of Oregon) unites Asians and Pacific Islanders to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We envision a just world where Asians and Pacific Islanders and communities who share our aspirations and struggles have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO has a 501(c)(3) organization called APANO Communities United Fund (CUF) and works closely with its affiliate 501(c)(4) organization, APANO.

Position Description: The Director of Finance and Administration provides strategic leadership for finance and accounting, human resources, grant and contract tracking and reporting, and office administration. The director has day-to-day responsibility for managing the organization's financial records, recording administrative and fiscal activities, coordinating with internal and external stakeholders for payables and receivables, and coordinating annual audits/financial reviews with our auditor. They provide overall leadership for transparent and equitable human resources policies and practice and office management and operations. This individual will join a growing, seasoned team of member-leaders and staff working to win concrete change in the lives of Asian and Pacific Islanders in Oregon, and the larger world.

Fiscal Management 45%

- Ensure and maintain financial soundness of the organization so as to remain in compliance with all local, state, and federal laws and regulations.
- Financial Reporting:
 - Produce organization financial management statements, program specific reports, grant specific reports, budget comparison reports, and transaction level detail reports as needed.
 - Support management and staff with custom report needs.
- In collaboration with the director team and finance committee, develop an annual budget for review and seek approval by the Board. Monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.

- Manage organizational cash flow. Oversee reconciliations of cash accounts.
- Review of all general ledger account activity.
- Review all transaction coding and substantiations.
- Oversee all accounts receivables and payables.
- Ensure that expenditures are within the budgeted amounts via expense transaction reporting, credit card & deposit substantiations, vouchers, and payments stated within organizational policies and procedures
- Support 990 preparation with outside contractor
- Oversee Payroll processing
 - Filing of all state and local tax forms, with electronic payments wherever possible.
 - Prepare and file W2/W3, 1099/1098.
 - Maintaining timesheet collection and payroll review that integrates with the accounting system.
- Respond to funder requests or questions as needed.
- Oversee administrative/finance team, directors/managers, staff, vendors and contractors.

Human Resources 20%

- Oversee APANO's human resources and administration, including recruitment, onboarding, compensation and benefits, performance evaluation, training, enhancing professional development, and compliance.
- With the HR Manager, ensure that policies are applied equitably, consistently, and in a streamlined manner.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.

Organizational Thinking and Leadership 20%

- Collaborative budgeting
- Work with Office Manager and Programs Integration Coordinator directors and staff to create robust operations manual
- Work with director team to create robust succession plans
- Board support: Participate in finance committee; prepare annual budget and budget revisions as needed through the year and submit for approval by the Board, present annual audits
- Participate in strategic planning and tracking of strategic plan
- Be an active member of the director team

Office/Facilities/IT Management: 10%

- Work with Office Manager and Programs Integration Coordinator directors and staff to create robust operations manual
- Oversee the management of all APANO facilities, rented and owned
- Oversee the management of IT

Fundraising and Development 5%

- With development team and grant managers, oversee grant & contract management, compliance, and support
- Assist with grant budgeting

The ideal candidate will have most of the following skills and and experience:

Qualifications:

- 4+ years nonprofit financial leadership
- 4+ years nonprofit administrative leadership
- Demonstrated commitment to racial and gender equity; record of success working with communities of color, low-income folks, LGTBQAIA individuals, and other historically marginalized communities
- A commitment to APANO's mission, vision, and values and to helping build a healthy workplace culture
- Experience having final responsibility for the quality and content of all financial data, reporting and audit coordination for a significant program area, and has preferably overseen a human resources function
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Strong organizational, managerial, and communication skills.
- Ability to manage competing priorities and manage timelines.
- Preference will be given to candidates with a working knowledge of the Sage Intacct accounting system & Quickbooks Online accounting system
- Ability to engage and communicate effectively with different audiences including staff, board, funders, and other stakeholders.
- Strong written and verbal communication skills in English, especially around grant writing and reporting.
- Strong organizational skills and ability to manage processes involving multiple teams
- Strong team player able to work effectively with colleagues across various teams

Preferred, but not required:

- Respect for and demonstrated experience working with Asian Pacific Americans as well as an understanding of issues affecting API communities
- Asian and/or Pacific Islander language proficiency, both spoken and written.
- Deep commitment to and vision for APANO's mission and strategic plan, including an understanding of the role of grassroots community organizing in social change and movement building.

How to Apply

Applications received by **June 28, 2021** will be prioritized for initial review. To apply, email your complete application to jobs@apano.org with the subject line "Director of Finance and Administration."

Complete applications include:

- Cover letter (1 pages max) clearly outlining the specific skills and knowledge you bring to the job and how they are a good fit with the responsibilities of the position.
- A resume detailing relevant experience, work history, education and accomplishments.
- If you proceed to a final round of review, we will ask for 3 references with contact information and your relationship to the reference (you may include these references in your initial application, but it is not required)

APANO and APANO Communities United Fund are actively seeking to increase representation and develop the leadership of women, LGBTQ people, people with lived experience of economic injustices, and other underrepresented groups, including diverse API communities, both within the organization and the broader racial justice movement in Oregon and API communities. APANO and APANO Communities United Fund are equal opportunity employers. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification.