



Posting Date: 10/27/21

Position Title: Director of Finance

Reports to: Co-Executive Director

Direct reports: Finance Assistant

Employee Classification: Regular, full-time, exempt

Hours: Flexible work hours, 32-40 hours per week

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 & 14 paid holidays annually. Currently working remotely until further notice, with occasional in-office administrative duties as needed.

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 provides strategic leadership for fiscal management, tracking, accounting, and risk management. The Director has day-to-day responsibility for managing the organization's financial records, recording fiscal activities, coordinating with internal and external stakeholders for payables and receivables, and coordinating annual audits/financial reviews with our auditor. 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 beyond.

Fiscal Management (70%)

- Ensure and maintain financial soundness of the 501(c)(3) and 501(c)(4) so as to remain in compliance with all local, state, and federal laws and regulations.
- Develop an annual budget in collaboration with the Directors Team and Finance Committee, for review and approval by the Board; monitor budget 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, and assess any changes necessary.
- Lead the preparation of and timely filing of organizations' 990 in collaboration with outside auditors.
- Oversee all accounts payables and receivables, ensuring proper and timely contract billing and fully optimized AR to cash conversion, and oversee proper coding of expenditures.
-

- Ensure that expenditures are within the budgeted amounts via expense transaction reporting, credit card and deposit substantiations, vouchers, and payments stated within organizational policies and procedures.
- Oversee financial reporting, including:
 - Producing organization financial management statements, program specific reports, grant specific reports, budget comparison reports, and transaction level detail reports as needed.
 - Respond to funder requests or questions as needed, and file accurate and timely grant financial reports.
 - Developing systems for tracking cash flow, key dashboarding metrics, and forecasting models.
 - Liaise and support the flow of records management to the external accounting firm, to ensure accurate and timely month-end closing procedure that includes, account reconciliations, updating schedules, and review of all general ledger account activity.
 - Review and revise monthly payroll allocations.
 - Ensure timely monthly financial statements are provided in accordance with best practices.
- Oversee payroll processing, including:
 - Proper and timely filing of all state and local tax forms, with electronic payments wherever possible.
 - Overseeing the timely preparation and filing of W2's/W3's, 1099's/1098's.
 - Maintaining timesheet collection and payroll review, applying policies and procedures equitably and fairly, and in accordance to contracts
 - Maintaining thorough understanding of developing and applying payroll allocation processes in alignment with federal funding requirements.
- Supervise internal Finance Assistant.
- Liaise with external accounting company to ensure timely and accurate workflows and systems and maintain an efficient and effective working relationship.

Organizational Thinking and Leadership (15%)

- Lead collaborative budgeting process across the organization.
- Work with Directors Team to create robust succession plans, maintaining departmental process manuals to provide for streamlined succession processes.
- Support and communicate financial matters to the Board of Directors, including participating in the Finance Committee; preparing annual budget and budget revisions as needed through the year and submitting them for approval by the Board, presenting annual audits, and sharing consolidated, informative, and comparative timely financial reports monthly.
- Work in concert with the Finance Committee and Board of Directors on sound investment practices, debt management and mitigation; develop and monitor cost sharing agreements between 501(c)(3) and 501(c)(4) entities; and develop a board designated fund account.
- Participate in strategic planning and tracking of finance-related strategic plan goals.
- Provide leadership and training to directors and managers in the organization, providing training on systems improvements for tracking transactions across departments.

Compliance and Risk Management (10%)

- Ensure compliance with management requirements for federal funds.
- Oversee compliance of APANO's 401k retirement plan and keep in continued compliance with ERISA.
- Work with HR on costs and budgeting for employee fringe benefit programs.
- Oversee annual Liability, EPL, and D&O renewal, assessing risk exposure with insurance brokers.
- Oversee internal Safety Committee.

The ideal candidate will have the following qualifications, skills, and experience:

Required:

- Demonstrated working knowledge of fund accounting software
- Proven experience with management and reporting of federal contracts and grant funds
- Single audit experience, with ability to design and implement sufficient internal controls
- 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
- 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:

- Experience working with Sage Intacct accounting system and Quickbooks Online accounting system
- 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
- 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



How to Apply

Position is open until filled. To apply, email your complete application to jobs@apano.org with the subject line "Director of Finance."

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.