



Finance and Operations Associate

Title: Finance and Operations Associate
Location: New York, NY
Job Status: Exempt
Reports to: Executive Director
Salary: Commensurate with experience; full benefits package
Work Schedule: Full-Time
Posted: August 2011

SUMMARY

The National Asian Pacific American Women's Forum is the only national, multi-issue Asian and Pacific Islander (API) women's advocacy organization in the United States. We are building a movement to advance social justice and human rights for API women and girls in the U.S. by increasing the leadership, power and visibility of API women and girls through five strategies: base-building and leadership building; community and public education; policy advocacy, grassroots multi-issue organizing; and strategic collaborations. The Finance and Operations Associate, in close collaboration with the Executive Director, will play an important role in supporting the growth and on-going success of our organization. All serious candidates should confidently embrace a two-year commitment to the role. The Finance and Operations Associate is responsible for handling the day-to-day financial and operational functions of the NAPAWF. NAPAWF is currently fiscally-sponsored by the Tides Center.

JOB RESPONSIBILITIES

Financial:

- Implement financial policies and procedures. Responsible for management of all financial procedures and records.
- Participates in the development and evaluation of an annual work plan that is consistent with the NAPAWF's strategic plan.
- Work with the Executive Director in creating an annual and long-term budget to be approved by the National Governing Board.
- Manage the organizational budget, including program and chapter budgets. Support program directors and chapters leaders in budget oversight.
- Perform and/or supervise all financial and accounting activities, including A/P, A/R, payroll, and banking.
- Monitor the cash flow so that NAPAWF has the necessary funds available for current operations.
- Monitor grant performance in terms of funds expended in compliance with grant agreements and budget regulations.
- Present financial statements and analysis reports to the Board Treasurer.
- Prepare financial grant reports and oversee system for grant tracking.

Human Resources

- Process and coordinate all personnel actions and benefit administration.

- Manage payroll and time-keeping systems for all employees.
- Maintain personnel policies, personnel records and advise staff in compliance with Tides Center and governmental requirements.
- Train and orient staff on policies and procedures.
- Manage consultant contracts for accuracy and compliance to agency policies.
- Ensure compliance of federal and state employment laws as well as maintain current human resources practices.

Information Technology

- Serve as liaison to consultants regarding network, hardware, software, and phones.
- Implement and advance IT strategy to meet agency current and future needs.
- Coordinate staff training needs and act as internal resource for equipment and IT issues.

Database Management

- Ensure accurate entry into donor and activist database.
- Coordinate staff training needs and act as internal resource for database issues.

Facilities and Special Events

- Oversee leases, vendor contracts, and insurance agreements.
- Assist the organization in the planning and detailed logistics of organizational mailings and special events such as board meetings, leadership trainings and conference.

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's Degree required in Business, Accounting, Finance or similar field.
- Minimum 3 years experience in human resources management, and financial management, including accounting, budgeting, and financial analysis/reporting.
- Knowledge of non-profit management, principles of cost allocation and management of multiple designated funding streams.
- Fluency in Microsoft Word, Excel, and Google Apps. Fluency in QuickBooks and Salesforce.
- Ability to maintain organizational, and personnel confidentiality.
- Excellent organizational and independent working skills; team player and self starter.
- Excellent written, oral communication, networking, negotiation, and presentation skills.
- Commitment to the mission and values of NAPAWF is required.
- Knowledge of public policy issues affecting Asian American and Pacific Islander communities is desirable.
- Ability to work some flexible hours and to travel.

To Apply: Please submit a cover letter, resume, and reference to hr@napawf.org with "Finance and Operations Associate" in the subject line. We will be reviewing applications on a rolling basis until the position is filled.

NAPAWF, a project of Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.