



## Job Announcement

<b>Position:</b>	Director of Finance and Human Resources
<b>Department:</b>	Finance
<b>Reports To:</b>	Executive Director
<b>FTE:</b>	Full-time (1.0 FTE)
<b>Salary:</b>	\$140,000.00 Annually
<b>Start Date:</b>	ASAP
<b>Location:</b>	Remote, travel is required for this position

### **Organizational Description:**

The Association of Asian Pacific Community Health Organizations (AAPCHO) was formed in 1987 by community health centers primarily serving medically underserved Asian Americans (AAs), Native Hawaiians (NHs), and Pacific Islanders (PIs). The goal of these organizations was to create a national voice to advocate for the unique and diverse health needs of AA, NH, and PI communities and the community health providers that serve those needs.

AAPCHO's mission is dedicated to promoting advocacy, collaboration, and leadership that improves the health status and access of AAs, NHs, and PIs within the United States, its territories, and freely associated states. Our vision is to be a national leader and critical voice for AA, NH, and PI community health centers and consumers, ensuring that our communities have better access to affordable, high quality, and culturally and linguistically proficient health care.

### **Job Summary:**

The Director of Finance and Human Resources is a dual role that directs and oversees the financial activities of the Not-for-profit organization, including the preparation of current financial reports and summaries, and is responsible for Human Resource functions, including hiring, performance management, and compliance.

### ***Supervisory Responsibilities:***

- Oversees Accounting department, fund accounting, budget preparation, and audit functions.
- Works with other department heads to monitor each department's fiscal activities and make recommendations.
- Participate as a member of the Executive team.

*Duties/Responsibilities:*

**Financial (50%) –**

- Oversee fiscal management and foster strategic financial planning for organizational stability, both short term and long term. Establish and monitor compliance with fiscal policies and procedures and the selection and application of accounting principles throughout the organization and in line with funder and federal requirements. Establish and monitor internal controls.
- Participate in the evaluation and monitoring of ongoing activities to ensure appropriate goals and objectives are met.
- Responsible for establishing and presenting the annual budget.
- Inform of applicable laws and regulations related to finance and HR both domestically and internationally as needed.
- Direct the preparation of all financial statements, including income statements, balance sheets, quarterly and annual board reports, supplementary information as requested, and governmental agency reports in conformity with US generally accepted accounting principles.
- Prepare journal entries as needed.
- Responsible for timely completion of audits and implementing any procedure changes because of any audit findings.
- Responsible for periodic tax filings to the appropriate government agencies at the federal, state, county, and city level as appropriate.
- Analyze financial processes to identify areas of improvement and suggests tools and changes.
- Work closely with program staff in the development of funding proposals and budgets. Account for the utilization of grant proceeds and coordinate with program staff to ensure timely and accurate reporting to funders.
- Leadership in the development and on-going evaluation of the accounting workflow.
- Train and provide technical assistance to other staff to better understand budgeting, financial policies and procedures and funder requirements and regulations; including but not limited to spend down, contract negotiation, 3rd party monitoring, and contract term modification requests.
- Participate in the development and maintenance of templates to streamline financially related processes.
- Ensure that required company insurance is kept up to date and participate in annual renewal meetings.

**People (45%) –**

- Oversee the process of interviewing, hiring, and onboarding employees. Assist managers with behavior motivation and terminations as required.
- Regularly communicate with staff on pertinent human resource matters, answer questions and facilitate problem resolutions in an appropriate and professional manner.
- Coordinate the annual performance management process

- Maintain employee data and personnel files
- Ensure payroll and time keeping systems are accurate and appropriate
- Responsible for compliance with all employment laws and regulations.
- Respond to 3<sup>rd</sup> party and governmental requests for employment verification and other personnel reporting as required by law.
- Training staff on all applicable employment laws and regulations.
- Administer programs for worker's comp and employee benefits

#### **General Agency (5%)**

- Foster an environment that promotes trust and cooperation amongst staff, management, members, and partners.
- Attend staff, management, and program meetings, and staff retreats.
- Participate in agency functional teams and ad-hoc committees.
- Actively participate in planning agency-wide activities such as quarterly and annual retreats, volunteer activities, holidays, and other events.
- Represent AAPCHO in meetings and conferences, as appropriate.
- Additional duties and responsibilities. The Director of Finance undertakes related duties and responsibilities to position, as required, by Executive Director.

#### **QUALIFICATIONS:**

- Hands on accounting experience and able to work in cohesion with a small accounting staff.
- Excellent managerial skills and ability to evaluate the work of others.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Working knowledge of not-for-profit financial practices and procedures, as well as a thorough understanding of state and federal rules and regulations.
- Proficient with accounting software and standard office and accounting equipment.
- Familiarity with systems integration.
- Motivated, resourceful and flexible individual with ability to multitask. Fast learner comfortable working individually and as a team member in a fast-paced and changing environment.
- Possess excellent written and verbal communications skills.
- Possess excellent task-management and organizational skills.
- Possess excellent creative problem solving and leadership skills.
- Experience with online conferencing forum moderation preferred.
- Proficiency with MS Office, Mac OSX and management and conferencing technologies (e.g., Google Documents, Cisco Webex, Go-to-Meeting, Zoom, etc.) preferred or willing and able to learn quickly.
- Must support and demonstrate ability to implement the mission and goals of AAPCHO.



**Education and Experience:**

- Bachelor's degree in Accounting or Finance required.
- CPA designation highly preferred.
- Five years of management experience in Not-for-Profit accounting with a similar organization or with a major CPA firm.
- 3-5 years oversight experience of a HR program with a similar organization.

**APPLICATION PROCEDURES**

Applicants should submit a cover letter detailing interest and qualifications and resume to [DOFHR-hiring@aapcho.org](mailto:DOFHR-hiring@aapcho.org), with subject line: **Director of Finance and Human Resources**

**Applications without cover letters will not be considered. Interviews will be granted according to the qualifications of the applicants.**

*AAPCHO is an equal opportunity employer and provides opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.*