AACRE Finance Manager

Salary: $65,000- $80,000 annually, excellent benefits

Hours: Full-time, 40 hours per week

Deadline: Open until filled

About CAA and AACRE

Chinese for Affirmative Action was founded in 1969 to protect the civil and political rights of Chinese Americans and to advance multiracial democracy in the United States. Today, CAA is a progressive voice in and on behalf of the broader Asian American and Pacific Islander community. We advocate for systemic change that protects immigrant rights, promotes language diversity, and remedies racial and social injustice.

In 2014, CAA helped to launch the Asian Americans for Civil Rights and Equality (AACRE) network that focuses on long-term movement building, capacity infrastructure, and leadership support for Asian Americans and Pacific Islanders committed to social justice. Including CAA there are currently 11 partnering member groups with unique strengths. Fiscal sponsorship, administrative, and operational support is provided centrally for all of these groups so they can focus on their core programs.

Position Overview

Reporting to the Director of Finance, the primary role of the AACRE Finance Manager is to support the day-to-day accounting operations, with functional responsibility for accounting, accounts receivable, donations reconciliation, grants administration, and contracts compliance.

Responsibilities also include production of financial reports; proper maintenance of accounting records; accurate processing of financial transactions; and administration of a comprehensive set of controls and budgets designed to mitigate risk, enhance the
accuracy of the company’s reported financial results, and ensure that reported results comply with generally accepted accounting principles (GAAP), adhere to grants management standards, and result in flawless audits.

The Finance Manager will work 100% remotely until September 2021 but will eventually work hybrid in person and remote from Chinese for Affirmative Action’s San Francisco office.

Areas of Responsibility

Transactional Responsibilities:

- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- Act as backup for the following transactions: payroll, accounts payable, fixed assets, cash, and bank deposits.
- Perform month-end closing procedures, including cost allocations, account reconciliations, adjusting journal entries, and reviewing prepared accounting schedules.
- Maintain the general ledger using Quickbooks Online accounting system, and reconcile general ledger accounts and update fixed assets schedule;
- Maintain an orderly accounting filing system.
- Provide useful financial insights to help make better decisions about formulating and executing strategy, and provide guidance and analysis to executive and operational management to improve results.

Management Responsibilities:

- Maintain control of the following areas: general ledger, accounts payable, expense reports, billing, and payroll.
- Support accounts payable, accounts receivable, new-hire onboarding, benefits administration, and broker relationship management.
- Assist in the management of grants reporting, compliance, and reconciliation.

**Compliance Responsibilities**

- Prepare and assist with developing audit schedules for the annual audit.
- Suggest improvements in processes to increase organizational effectiveness.
- Gather 990 and 990-T information for the annual tax return.
- Oversee state registration filings.

**Reporting Responsibilities:**

- Assist in issuing timely, accurate, and complete financial statements for all levels, including Board of Directors, executive, and management.
- Assist in coordinating the preparation of the draft audited financial statements and all tax returns. Coordinate the preparation of financial information in the corporate annual report.
- Recommend and report upon benchmarks against which to measure financial performance.
- Calculate and issue financial and operating metrics.
- Assist in production of cash flow reports, annual budget, and forecasts.
- Calculate variances from the budget and report significant issues to management.
- Provide for a system of management cost reports.
- Provide financial analyses and models as needed, in particular for capital investments, pricing decisions, and contract negotiations.

**Qualifications**

- Bachelor's degree in accounting or finance or commensurate, relevant work experience without degree
- Minimum of 3 years of finance and accounting experience, including finance, accounting, audit, and analysis (including gathering, evaluating, presenting, and reporting financial information to management and external stakeholders)
Solid experience in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments

Nonprofit experience, with experience with fund/grants accounting preferred. Proficiency in accounting software and excellent Excel skills.

Commitment to the organization’s mission, values, and aspirations, and be able to render these values into practices.

Demonstrated experience in building an inclusive environment in an office setting.

Dependability, good judgment, and good communication.

Able to work independently and as part of a team who supports the mission and diverse partners of AACRE

To apply, please email a cover letter and resume to employment@caasf.org. In the subject line, please write “AACRE Finance Manager.” In your cover letter, please address the following questions: What about our mission or values inspires you? What has been your most impactful work or life experience so far, and why?

CAA/AACRE is an equal opportunity employer. Women, people of color, LGBTQ individuals, and immigrants are encouraged to apply. We will consider qualified applicants with arrest and conviction records.
“亚裔美国人公民权利和平等”网络(AACRE)财务经理

薪资：年薪65,000-80,000美元，福利优厚

工作时长：全职工作，40小时/周

截止日期：直至确定合适人选为止

关于华人权益促进会和AACRE

华人权益促进会(CAA)成立于1969年，成立之初旨在保护华裔美国人的公民和政治权利，促进美国的多种族民主主义。今天，华人权益促进会在更广泛的亚裔和太平洋诸岛的社群中代表和传递进步的声音。我们主张进行系统性变革，以保护移民权利，促进语言多样性并对抗美国的种族和社会不公平。

2014年，华促会参与启动了“亚裔美国人公民权利和平等”网络(AACRE)，该网络重点关注致力于帮助亚裔和太平洋岛民完成长期公民运动、完善基础设施并提供领导力支持。包括华促会在内，目前有11个各具优势的合作成员团体。所有这些团体的财政赞助、行政和业务支持都是集中提供，以便大家能够专注于其核心方案。

职位介绍

AACRE的财务经理将直接向财务总监报告。主要职责是支持日常的会计业务，帮助负责会计、应收账款、捐款核对、捐款管理和合同履行等。

财务经理的职责还包括撰写财务报告、适当维护会计记录、准确处理财务交易、以减少风险为宗旨全面管理预算、提高公司报告中财务结果的准确度，并确保报告的结果严格遵守公认会计准则(GAAP)、遵守赠款管理标准，最终完成无瑕的审计。
在2021年9月之前，财务经理将远程工作，但长期的工作方式将在华人权益促进会旧金山办公室线下和远程混合办公。

岗位职责

交易职责：

- 确保所有财务交易得到准确、及时的处理，并符合公认会计准则(GAAP)。
- 制定、实施和维护与交易处理有关的程序是现行最佳做法。
- 以下交易提供多重保障，包括：工资单、应付账款、固定资产、现金和银行存款。
- 完成月末结算流程，包括成本分配、账户对账、调整分录和审查编制的会计报表。
- 使用Quickbooks Online会计系统维护总账，核对总账账户并更新固定资产表。
- 维护有序和清晰的会计档案系统。
- 提供有益的财务见解，以帮助制定和执行改进决策，并为执行和运营管理团队提供指导和分析，以改善结果。

管理职责：

- 保持对总账、应付账款、费用报告、账单和工资领域的管控。
- 支持对应付账款、应收账款、新员工入职培训、福利管理和维护与经理人关系等项目。
- 协助管理补助金报告、合规和对账。

合规职责：

- 为年度审计准备并协助制定审计时间表。
- 提出改进流程的建议，以提高组织效率。
- 为年度报税收集990和990-T信息。
- 监督州政府的登记备案。

报告职责：

- 协助及时发布准确和完整的，包括董事会、行政部门和管理层各级的财务报表。
• Assist in coordinating the preparation of audited financial statements and tax returns. Coordinate the preparation of the annual report financial information.
• Recommend and report benchmarks for measuring financial performance.
• Calculate and release financial and operational indicators.
• Assist in preparing cash flow reports, annual budgets, and estimates.
• Calculate the difference between current and budget scenarios and report major issues to management.
• Support the management cost report system.
• Provide financial analysis models as needed, particularly for capital investment, pricing decisions, and contract negotiations.

Position Requirements

• Bachelor's degree in accounting or finance, or equivalent relevant work experience.
• At least 3 years of financial and accounting experience, including in financial, accounting, auditing, and analysis (e.g., collecting, evaluating, presenting, and reporting financial information to management and external stakeholders).
• Experienced in coordinating audit activities and managing reports, budgeting, and analysis, accounts payable and receivable, general ledger, payroll, and investment accounting.
• Preferred experience in not-for-profit organizations or fund/grant accounting experience.
• Proficiency in accounting software and Excel.
• Understanding of the mission, values, and vision of the organization and the ability to translate these values into practice.
• Experience in establishing inclusive environments.
• Reliable, good judgment, and communication skills.
• Able to complete tasks independently and as a part of the AACRE mission and partner teams.

If interested, please submit your English Cover Letter and resume via email to employment@caasf.org. Please include "AACRE Finance Manager" in the email subject. In your Cover Letter, please answer the following questions:

What aspects of our mission or values inspired you? What is the most significant work or life experience you have had, and why?

Chinese American Railroad Education (CAA/AACRE) is an equal opportunity employer. We encourage women, minority groups, LGBTQ individuals, and immigrants to apply, and we also consider qualified applicants with criminal records.