



## Operations Associate

**National CAPACD seeks an Operations Associate to contribute to the overall success of our organization by playing a key role in all financial and business operations functions.**

The National Coalition for Asian Pacific American Community Development (National CAPACD) is a progressive coalition of local organizations that advocate for and organize in low-income Asian American and Pacific Islander (AAPI) communities and neighborhoods. We strengthen and mobilize our members to build power nationally and further our vision of economic and social justice for all.

National CAPACD seeks an extremely organized, detail-oriented, and collaborative Operations Associate to provide primary support in the finance and business operations including, information technology, human resources, and office management. This is a full-time position based in our Oakland, CA office. The Operations Associate reports directly to the HR & Operations Manager.

The Associate is responsible for supporting the day-to-day financial and business operational activities of the organization through accurate expense accounting, and implementing procedures and internal controls so that we are in full compliance with organizational policies and legal requirements. The ideal candidate will take initiative in researching and implementing best practices on a variety of administrative policies and procedures.

This role is an excellent opportunity for a candidate with the desire to gain hands-on experience in nonprofit operations in the areas of information technology, office management, and finance. The ideal candidate will be excited to help build and maintain the infrastructure and systems to support our highly collaborative and growing organization. The Associate must be meticulous about details yet also able to keep our organizational mission and vision top of mind.

### **Roles and Responsibilities Include:**

#### Operations and Information Technology

- Support submission of annual organization filings, business registrations and audit requests;
- Assist with procurement and maintenance of software and hardware; maintain inventory of office equipment and other fixed assets and set up equipment for new hires;
- Maintain productive working environment for the Oakland office, including monitoring staff working conditions, ordering supplies, troubleshooting facilities issues with building management, and ensuring the effectiveness of all telecommunications and technological systems;
- Sort through office mail and notify appropriate parties;
- Serve as the main point person for troubleshooting IT issues;
- Train staff on effective use of online platforms and systems, including Dropbox, Tallie, Zoom, Slack, etc;
- Research, manage, organize and/or provide support on administrative projects as needed.

#### Finance and Accounting

- Coordinate bi-weekly bill payment schedule, including processing check requests, sending out a bill summary to approvers, and a confirmation of paid bills to staff;
- Create, maintain, and update vendor files, including W-9 and certificate of liability forms;

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- Assist in reconciling monthly credit card statements;
- Maintain organized financial files and ensure that all contracts and expenses are properly approved and documented for internal protocols and audit purposes;
- Assist with all necessary account, bank, and other reconciliations and with various financial audits and tax preparations as needed.

**Other Functions and Responsibilities:**

- Assist with National CAPACD events, including our biannual Building CAPACD Convention;
- Other duties as assigned.

**Required Qualifications:**

- Highly organized with strong attention to detail and ability to meet deadlines;
- Demonstrated will and ability to quickly learn and adapt to new software systems and changes;
- Must work well under pressure with proactive approach to routine and non-routine occurrences; ability to prioritize and ask clarifying questions to ensure understanding;
- Strong analytical, problem-solving and interpersonal skills;
- Strong proficiency in Google Suite and Microsoft Office;
- Commitment to National CAPACD's mission on the needs of low-income, immigrant, and Limited English Proficient (LEP) communities;
- Authorization to work in the United States without Visa sponsorship.

**Desired Qualifications:**

- Knowledge of accounting or bookkeeping;
- Willingness to learn human resources functions;
- Experience working in a nonprofit or public sector;
- Experience working with ADP, Zoom, Slack, Bill.com and Tallie;
- Expertise in IT and cybersecurity functions;
- Working knowledge and understanding of social justice.

**Physical Factors:**

- Ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time;
- Ability to occasionally lift objects weighing up to 10 pounds;
- Must be able to travel domestically with overnight stay, at least 2-3 times per year (when travel is safe).

**Working Conditions:**

- Moderate noise (i.e. business office with computers, phone, and printers; light traffic);
- Ability to work in a confined area indoors.

**Compensation:**

The Operations Associate is a full-time, non-exempt position based in our Oakland, CA office. Annual salary range is \$40,000 - \$50,000, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life and disability insurance, and a 403(b) plan.

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**To Apply:**

Applications will be accepted until position is filled. Please email cover letter and resume to [apply@nationalcapacd.org](mailto:apply@nationalcapacd.org), with Operations Associate Application as the subject line. **Only complete applications will be considered.**

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Accommodations for applicants may be available upon request. No calls, please.

7/6/2021