



Finance Specialist Job Posting

National CAPACD seeks an extremely organized, detail-oriented, and collaborative Finance Specialist to implement day-to-day financial activities.

The National Coalition for Asian Pacific American Community Development (National CAPACD) advances equity and creates vibrant, healthy neighborhoods by mobilizing and strengthening a powerful coalition of Asian American, Native Hawaiian, and Pacific Islander community-based organizations working in low-income communities.

National CAPACD's staff are committed to a culture of inclusion, respect, integrity, learning, performance, accountability, collaboration, and celebration. *Inclusion* is both a commitment to diversity and *respect* for our differences. An organization built on *integrity* represents mutual trust, honesty, openness, and freedom from judgment in our work together. We are also a *learning* organization – everyone has something to offer and each of us has something to learn. Setting a high standard of *performance* means quality results, getting the job done, and doing the right things in the right way while being *accountable* to ourselves, our communities, and our supporters through transparency and absolute dedication to all of our values. Lastly, we value *collaboration* within the organization and with our coalition members, and we always leave room for *celebration* in our work.

National CAPACD seeks an extremely organized, detail-oriented, and collaborative Finance Specialist to implement our day-to-day financial processes. The Finance Specialist will organize and streamline accounts payable and receivable, maintain documentation and records, review and code expense reports and billing and other aspects of financial administration. The ideal candidate loves numbers and details, has outstanding client service skills, and enjoys working in a fast-paced, mission-driven environment.

This is a full-time, exempt position based remotely in the United States, with preference for candidates who live within 50 miles of our Oakland, California office. The Finance Specialist is an integral part of the Finance and Operations department and will help build organizational stability, health, and efficiency. The Specialist reports directly to the Deputy Director, Finance & Operations.

Roles and Responsibilities Include:

- Open mail and deposit checks (if in Oakland, CA vicinity);
- Coordinate bi-weekly bill payment process;
- Prepare invoices and deposit reports;
- Support credit card reconciliation and monitor credit card expenditures to ensure compliance with policy;
- Maintain accurate financial records in accordance with Generally Accepted Accounting Principles (GAAP) and nonprofit accounting standards;
- Assist with month-end closing, balance sheet reconciliations, and all other monthly requirements of financial reporting and records management;
- Support various financial audits and tax preparations;
- Support with contracting, procurement, and compliance as needed;
- Assist with the operational implementation of new processes and set up of new systems and

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databases;

- Prepare monthly reports budget vs actual expenditure reports for senior leadership and other ad-hoc financial analysis and reports as requested;
- Offer solutions towards increasing the efficiency of National CAPACD's financial systems;
- Serve as Finance Team liaison in the Finance and Operations department, which includes learning about new operations processes, communicating with the department about collaboration and support needs, and updating the department-wide calendar to include key financial processes, milestones, and all staff trainings.

Other Functions and Responsibilities:

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

Required Qualifications:

- At least 3 years of work experience in accounting, finance and/or a related field;
- Highly organized with a meticulous attention to detail and the ability to manage and make progress on multiple projects simultaneously;
- A customer service mindset;
- Comfort with substantial repetition in tasks assigned;
- An effective communicator with strong oral and written skills and a willingness to share information;
- Ability to work independently and within teams in a fast-paced and high-volume environment with an emphasis on accuracy and timeliness;
- A drive to raise process efficiency issues and collaborate with team members to implement solutions;
- Demonstrated ability to quickly learn and adapt to new software systems and changes;
- Commitment to National CAPACD's mission and the needs of low-income, immigrant, and Limited English Proficient (LEP) communities.

Desired Qualifications:

- Bachelor's degree in business, finance, economics, accounting, or other relevant disciplines;
- Working knowledge of basic accounting practices (knowledge of nonprofit accounting is highly advantageous);
- Advanced proficiency with Microsoft Excel (e.g. pivot tables, advanced data manipulation, and other data analysis tools);
- Ability to report on complex data in an easily understandable manner;
- Experience working with QuickBooks, BILL, Divvy, or Tallie.

Essential Physical Requirements:

- As this is primarily a remote position, the person in this position must be able to communicate via phone, including conference and video calls, as well as written communication such as Slack and email;
- This position requires the 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;
- This position requires the ability to occasionally lift objects weighing up to 10 pounds;

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- This position requires the ability to travel domestically with overnight stays. Travel may involve transportation via airplane, car travel, or trains.

Work Environment:

National CAPACD is a primarily remote office environment, with a headquarter office in Washington, DC, and a satellite office in Oakland, CA. The person in this position must have enough room and privacy to perform the job from home or work out of one of our offices.

The Specialist must be able to travel domestically with overnight stays, at a minimum of 4-5 times per year. This position requires the ability to work Monday through Friday, and may require some nights and weekends work when traveling or for events.

Compensation:

Annual salary range is \$65,000 - \$75,000, depending on background and experience. National CAPACD is pleased to offer a comprehensive benefits package that includes 100% employer-covered health insurance for employees, 75% employer-covered health insurance for eligible family members, basic life and long-term disability, and paid parental leave. In addition, we offer 15 days accrued annual vacation at the start of employment, 7 days accrued annual sick leave, monthly wellness days, 403(b) retirement fund with employer match, 3-month sabbatical leave upon completion of 7 years of continuous employment, 14 holidays plus the week between Christmas and New Year's off.

COVID-19 Note:

To center the safety and well-being of our employees, National CAPACD is a 100% COVID-19 vaccinated workplace. Proof of vaccination will be required upon acceptance of a job offer. Job applicants with religious and disability-related objections will be given reasonable accommodations.

To Apply:

Applications will be accepted until the position is filled. Please upload your resume and cover letter to our talent portal: <https://www.nationalcapacd.org/opportunities/finance-specialist>. **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.

3/23/2023