



ASIAN & PACIFIC ISLANDER WELLNESS CENTER

Accounting Manager – FTR022017

Agency Description

Asian & Pacific Islander Wellness Center is a multicultural health services, education, research, and policy organization. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead under-served communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco’s Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

We believe that everyone deserves to be healthy and needs access to the highest quality health care.

Position Description:

This position is responsible for managing the accounting operations of the Agency including, but not limited to, budgeting, auditing, accounts payable and receivable, general ledger and cash flow, financial reporting and analysis, reconciling bank statements in order to accurately and timely reflect the organization’s financial position in accordance with generally accepted accounting principles (GAAP), FASB, auditor recommendations, and internal policies and procedures.

Major Responsibilities:

- Billing, and cash management
- Prepare monthly invoices and monthly and annual financial reports for government and foundation funders; distribute copies internally for senior management; furnish to funding sources
- Monitor indirect costs on a monthly and as needed basis
- Work collaboratively with program staff to provide timely and accurate financial data for program planning, evaluation and reporting.
- Oversee the annual audit process by preparing bank and grant confirmations, responding to auditor inquiries, and retrieving and filing auditor-requested documents.
- Provide program assistance during periodic funder program audits
- Maintain, update, and document strong system of internal fiscal controls in keeping with GAAP, FASB and auditor’s recommendations.
- Communicate finance based perspectives across departments and at all levels of the agency, including participating in all internal budgeting and finance related meetings
- Provide supervision to finance team to:
- Monitor cash flow and oversee all treasury management functions
- Oversee accounts payable cycle, data entry, supporting documentation, coding and posting to MIP
- Monthly analysis of balance sheet accounts, G/L accounts
- Process semi-monthly payroll
- Prepare budgets for proposals in conjunction with program, contracts manager and fund development staff

Minimum Qualifications:

- Bachelor’s Degree in Accounting
- Five years’ experience in fund accounts in a nonprofit-community-based organization
- Strong analytical skills
- Ability to influence and collaborate cross functionally in a diverse workplace
- Proficiency in Excel and other applications. Experience with use and administration of fund account software
- Excellent attention to detail, ability to communicate effectively and manage multiple deadlines and priorities

Preferred Qualifications:

- MBA in Accounting
- Experience with MIP software

Location:

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15541841>

We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.)

Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records