



About the Asian Pacific Fund

The Asian Pacific Fund is a community foundation with a mission to strengthen the Asian and Pacific Islander (API) community in the Bay Area by increasing philanthropy and supporting the organizations that serve our most vulnerable community members. The Fund is the only foundation dedicated to improving the lives of the Bay Area's Asians and Pacific Islanders with knowledge of the community's needs and nonprofits who are making the most impact.

We do this by mobilizing resources, making grants, providing technical assistance, and showing up as a strategic thought leader on issues facing our communities. Since 1993, the Fund has given more than \$10 million in grants and support to a network of 80+ API-led and serving nonprofit organizations. These organizations, known as "affiliates," are at the forefront of addressing a wide range of needs and issues in the API community including senior and youth services, health and well-being, counseling, legal services, advocacy, civic engagement, and arts and culture.

We are a 501(c)(3) nonprofit organization. For more information, please visit our website at www.asianpacificfund.org.

Accounting & Operations Associate

The Accounting & Operations Associate role is a full-time position. Reporting to the Director of Finance and Operations, the Accounting & Operations Associate will spend approximately 50% of their time supporting finance and accounting and 50% of their time supporting operations (administrative and IT support).

The role is critical to the Fund's operations and therefore is a hybrid role that requires coming into the office once per week to check mail, process invoices, make deposits, and other administrative tasks. In addition, in-person attendance will be required once a month for team meetings, as well as three to four times throughout the year for events.

Job Responsibilities

Finance and Accounting (50%)

- Receive and deposit checks (record, scan, and deposit all checks at the bank)
- Process accounts payable- review and process all invoices, expense reports, and other payables for payment
- Process approved bank transfers
- Input Journal Entries
- Reconcile accounts (bank, credit card, GL, etc.)
- Maintain and reconcile petty cash account

- Assist in month/year end closes and reporting as needed
- Assist in maintenance of Accounting Policy and Procedures
- Provide support for annual audit
- Other tasks/projects as assigned

Operations (50%)

- Provide administrative and meeting support
- Serve as office manager (ordering and sending supplies, checking mail and routing to appropriate team member, maintaining files/office equipment, making copies, etc.)
- Coordinate with external IT vendors as needed
- Manage and provide routine user support for Applications (Office365, Dropbox, Salesforce, etc.) and IT Services (VOIP, Internet, etc.)
- Provide human resources and onboarding support as needed
- Proactively identify opportunities for improvement (processes, systems, documentation, streamlining, integration, etc.)
- Other tasks/projects as assigned

Qualifications

- BA/BS (Accounting or Finance degree preferred) or related work experience in accounting and administrative roles (2-4 years)
- Ideal candidate will have full cycle accounting knowledge/experience, as well as office management experience.
- Extraordinary attention to detail and highly organized with exceptional follow through
- Excellent communication skills, especially via email with a high degree of professionalism
- Ability to multi-task and handle a broad range of responsibilities
- Excellent Microsoft Office skills (Word, Excel, Outlook, MS Teams)
- Experience using accounting software/ systems (We currently use FundEZ)
- Fast learner who is tech savvy
- Team player, self-motivated, must be able to work independently as well as collectively to complete daily tasks
- Ability to be flexible, given our small team, and maintain a sense of humor with grace under pressure
- Keen ability to identify opportunities to improve our processes and systems
- Belief in the mission of the organization and commitment to serving the Asian and Pacific Islander community in the Bay Area.

Hours, Compensation and Start Date

This full-time position offers a salary of \$60,000 - \$70,000 per year depending on experience. The position is available to begin immediately and is eligible for the following benefits:

- Medical/dental/vision coverage
- 403(b) plan
- Pre-tax transit benefit program
- Professional Development
- Home office support stipend

- Generous vacation
- 13 paid holidays
- Flexible work hours
- Mostly remote work environment

Application Process – PLEASE READ CLOSELY:

Send cover letter and resume by email to jobs@asianpacificfund.org with a subject line beginning with this exact phrase: “Accounting & Ops Associate 2023: *Your Name*.” Please tailor your cover letter to this job posting. Email submissions that do not follow these instructions may not be reviewed. NO PHONE CALLS PLEASE.