



JOB ANNOUNCEMENT

Position:	Senior Accounting Associate
Department:	Operations
Reports to:	Director of Operations
FTE:	1.0 FTE
Salary:	\$57,000-\$65,000
Start Date:	Immediate
Deadline to File:	Until Filled

Organization Description:

The Association of Asian Pacific Community Health organizations (AAPCHO) is a national association of community health organizations serving Asian American (AA), Native Hawaiian and Pacific Islander (NHPI) populations across the United States and its territories. AAPCHO's mission is to promote advocacy, collaboration and leadership that improve the health status and access of AAs and NHPIs within the United States, its territories and freely associated states, primarily through our member community health clinics. Our vision is to establish a standard of excellence for community-based health care that is equitable, affordable, accessible, and culturally and linguistically appropriate to the people we serve.

Position Summary:

With supervision from the Director of Operations, and in close coordination with the Director of Development and Public Affairs and the Director of Community Services and Partnerships, the Senior Accounting Associate serves as a team leader, coordinating the day-to-day operations of the organization's accounting activities.

An integral member of the Operations Department, the Senior Accounting Associate will contribute toward the quality assurance and improvement of the organization's financial management in support of the organization's mission and strategic plan priorities. This position is responsible for supporting the Director of Operations and senior leadership in overseeing the organization's accounting functions with a focus on ensuring the timely and accurate delivery of financial statements and reporting. Establishing and enforcing proper accounting methods, policies and principles, the Senior Accounting Associate will supervise, track and evaluate daily accounting operations and recommend improvements as needed. This position is based in California, with some flexibility to work remotely.

Duties & Responsibilities:

General Accounting (70%)

- Working with direction from the Director of Operations, oversee and manage the organization's general accounting functions, including but not limited to: month and year-end process (individual project year and AAPCHO fiscal year), accounts payable/receivable, chart of accounts, general ledger, billing, payroll, cash forecasting, and revenue and expenditure variance analysis.
- Establish and enforce proper accounting methods, policies and principles. Assess current practices, make recommendations to improve systems and procedures, and initiate and implement corrective actions.

- Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; and preparing special reports. Work with the Director of Operations and other senior leadership to prepare, review, and analyze financial statements to ensure accuracy and completeness.
- Works with the Director of Operations to provide guidance to other departments by researching and interpreting accounting policy and applying observations and recommendations to operational issues.
- Maintains financial security by maintaining or, if needed, establishing internal controls, and protects organization's value by ensuring sensitive information is kept confidential and secure.
- Assist the Director of Operations in working with external auditors/contractors as needed to ensure correct and timely closing and reporting, and overall GAAP and FASB compliance. Provides support with quarterly and year-end financial audit activities and the organization's annual report as requested.

Grants and Contracts Management Support (20%)

- Under the supervision of the Director of Operations—and in close coordination with the Director of Development and Public Affairs, Director of Community Services and Partnerships, and designated fund managers—support the organization's grants and contracts management functions, including assisting with government/foundations/corporate/fee-for-service grant and contract agreements and pass-through programs.
- Establish and maintain knowledgebase of current government contracts, foundation grants, and other funding requirements and regulations to assist in compliance with finance and administrative guidelines, deadlines, and audits.
- Participate in budgeting and fund allocation discussions, as needed, to ensure compliance with pertinent funder requirements.
- Support flow down contract development to ensure funder requirements are met (including but not limited to: reviewing, editing, and drafting responses to contractor terms and conditions; developing or facilitating the development of contract templates and other tools to be used by AAPCHO teams).
- Work closely with fund managers to complete monthly and quarterly reconciliations within all grants and contracts management.
- Ensure the Executive Director and senior leadership are up to date on project and organizational funding status on a regular and consistent basis.

General Agency (10%)

- Foster an environment that promotes trust and cooperation among staff, management and clients.
- Participate in activities promoting the mission and vision of the organization.
- Be a contributing member of the organization's functional teams.
- Participate in agency activities such as quarterly and annual retreats, volunteer activities, holidays and other events.
- Perform other duties as requested by the Director of Operations and Executive Director.

Qualifications:

Required

- Bachelor's degree or minimum of three / five years of relevant professional experience in accounting, financial management, or other related field.

- Experience in grant-based accounting, fund accounting and fiscal grants management of federal and non-federal funds.
- Excellent communication skills, with ability to convey accounting/finance information in a simple and clear manner to non-accounting/finance staff and stakeholders.
- Ability to work remotely.
- Proficient with Microsoft Office applications, Google Suite, and QuickBooks.
- Comfortable communicating through video meetings and other electronic based communication methods.
- Commitment to and ability to support the mission and goals of AAPCHO.

Preferred

- Proven track record in fast paced environments and meeting tight deadlines, with high attention to quality and detail.
- Experience in developing and grants management of federal subrecipient contracts.
- Experience in development and oversight of consultant contracts.
- Experience in vendor contracts and negotiations.
- Experience in budget development.
- Demonstrated success in working both independently and as part of a team, with commitment to collaboration and quality assurance/improvement. Creative and solutions-focused project manager, with a collaborative approach and a sense of humor.
- Experience working with AA and NHPI communities, ideally in a community-based setting. Experience or willingness and ability to quickly learn collaborating with remote/national teams a strong plus.
- Customer-facing and must present a positive and professional image to customers or vendors; excellent interpersonal skills.

Application Procedures:

To apply, send 1) resume and 2) cover letter to accounting-hiring@aapcho.org. Applications without cover letters will not be considered. No phone calls, please. Interviews will be granted according to the qualifications of the applicants. AAPCHO is an equal opportunity employer.