



## Operations Manager - Job Announcement

Incorporated in 1990, the Asian Pacific Community Fund (APCF) is the only community based fund of its kind, generating vital resources and funding through Workplace Giving Programs as well as other channels to support the rapidly growing Asian and Pacific Islander communities. APCF and its 29 affiliate agencies provide linguistically and culturally appropriate health and human services to 225,000 residents throughout Los Angeles County and beyond. Programs and services are provided in 27 Asian languages plus English and Spanish.

The Asian Pacific Community Fund's mission is to cultivate philanthropists to invest in community organizations that empower underserved Asian and Pacific Islanders to prosper. We transform lives and meet the diverse needs of Asian and Pacific Islanders by building healthier communities, developing leaders, creating a stronger voice and providing the foundation for a brighter tomorrow.

***APCF is seeking a strong operations and administrative professional who is passionate about the Asian and Pacific Islander community.***

**Job Title:** Operations Manager

**Focus Areas:** Office Management, Accounting, Data Entry, HR/Personnel

**Salary:** Commensurate with experience. This is a full-time exempt position.

**Location:** 1145 Wilshire Blvd, Suite 105, Los Angeles, CA 90017

### **Job Description:**

The Operations Manager is responsible for sustaining and strengthening the organization's internal processes and infrastructure that will allow APCF to fulfill its mission. The Operations Manager will provide oversight and sustain all aspects of APCF's financial record-keeping, office operations, personnel policies, meeting logistics, etc. This position reports directly to the Executive Director. Responsibilities include but are not limited to the following.

### **Financial Management**

- Maintain processes to ensure proper acknowledgement, recognition, and stewardship of donors.
- Manage institutional investments, bank accounts, and accounting procedures
- Manage various expense budgets
- Oversee and process accounts payable and receivables with accurate recording in QuickBooks
- Provide financial reporting
- Manage insurance policies for organization

### **Office Management and Support**

- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Ensure office systems are maintained in working order (computers, phones, fax machine, printers, etc.) and are cost efficient
- Select and review vendors for quality work and cost efficiency (printers, tech support, etc.)
- Oversee general office supplies and materials, including printed literature

- Ensure a clean, safe and organized work environment
- Provide office support for other staff during busy seasons and as needed

### **Personnel Policies and Practices**

- Review and evaluate staff benefits and manage the various plans, including health care, vacation time, etc.
- Ensure proper workspace and equipment for employees and volunteers
- Ensure personnel policies are adhered to

### **Executive Manager Support**

- Oversee preparation of materials for board and other meetings as well as taking minutes
- Assist with scheduling and confirming meetings
- Assist with record keeping/tracking as it relates to Affiliate Agencies

### **QUALIFICATIONS & REQUIREMENTS:**

- Self-starter with strong project management, organizational, and problem solving skills
- Demonstrated ability to coordinate projects with maturity, initiative and timeliness and ability to manage multiple projects simultaneously with optimal results
- Must be detail oriented with excellent analytical and financial skills
- Ability to lead, work independently and participate in a team environment
  
- Proficiency in QuickBooks or ability to quickly become proficient
- Proficiency in Salesforce or ability to quickly become proficient
- Intermediate/advanced skills in Microsoft Word and Excel and internet research
  
- US citizen or permanent resident status
- Bachelor's Degree
- Valid California Driver's License, access to the use of a reliable automobile on a daily basis, and automobile insurance, regular local travel required
- Ability to work a flexible schedule (occasional nights and weekends may be required)

#### **Preferred:**

- 2-5 years of relevant experience with demonstrated success
- Understanding and familiarity of the Asian and Pacific Islander community in LA County
- Ability to speak, read & write Chinese, Japanese and/or Korean a plus

**TO APPLY, please email ALL of the following to [HR@apcf.org](mailto:HR@apcf.org) with subject header "OPERATIONS MANAGER." Submissions without all 3 components will not be reviewed.**

1. Cover letter
2. Salary Requirements or Salary History
3. Resume