



## Business Operations Coordinator Job Posting

**National CAPACD seeks a Business Operations Coordinator to contribute to the overall success of our organization by playing a key role in all financial and business operations functions.**

### **Organizational Background:**

The mission of the National Coalition for Asian Pacific American Community Development (National CAPACD) is to improve the quality of life for low-income Asian Americans and Pacific Islanders (AAPIs). We are a coalition of more than 100 community-based organizations spanning 21 states and the Pacific Islands. Collectively, the coalition improves the lives of over two million AAPIs who live in poverty by providing voice, tools, and shared knowledge to drive change. The coalition focuses on promoting economic vitality, civic and political participation, and racial equity through a broad range of strategies, from community organizing to financial services to the creation of affordable housing and community institutions.

### **Overview:**

National CAPACD seeks an extremely organized, detail-oriented, and collaborative Business Operations Coordinator to provide primary and strategic support in the areas of finance and accounting and business operations functions such as IT, human resources, and office management. This is a full-time position based in our Oakland, CA office. The Business Operations Coordinator reports directly to the Director of Finance and Operations.

The Coordinator is responsible for the day-to-day financial and business operational activities of an organization with an annual \$4-5 million budget, as well as the office operations for the Oakland office. S/he will ensure accurate expense accounting and implement procedures and internal controls to ensure full compliance with organizational policies and legal requirements. The Coordinator will also play an integral role in researching and implementing best practices on a variety of administrative policies and procedures.

This role is an excellent opportunity for a candidate with the desire to gain hands-on experience in nonprofit fiscal management and operational strategy. The ideal candidate will be excited to help build and maintain the infrastructure and systems to support our highly collaborative 17-staff organization. The Coordinator must be meticulous about details yet also able to keep our organizational mission and vision top of mind.

### **Roles and Responsibilities Include:**

#### Finance and Accounting

- Coordinate bi-weekly bill payment schedule, including processing vendor payments and check requests, and sending out a bill summary to approvers and a confirmation of paid bills to staff;
- Create, maintain, and update vendor files, including W-9 and certificate of liability forms;
- Assist in reconciling monthly credit card statements;
- Create requested invoices and perform collections on accounts receivable;
- Coordinate bank deposits and produce deposit reports on a weekly basis;
- Review timesheets to ensure accuracy and prepare payroll; work closely with external Accountant to resolve any payroll issues;

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- Maintain organized financial files and ensure that all contracts and expenses are properly approved and documented for internal protocols and audit purposes;
- Assist with all necessary account, bank, and other reconciliations and with various financial audits and tax preparations as needed;
- Perform fiscal analysis, projections, and reporting as needed.

**Business Operations**

- Support the development and documentation of standard operating procedures in partnership with senior leadership team and provide guidance to staff on organizational policies and procedures;
- Coordinate submission of yearly 403(b) and workers' compensation insurance audits and required business registrations and filings;
- Coordinate and improve upon the administration of human resource functions including recruitment, hiring, orientation, open enrollment announcement and benefit changes, termination, and maintenance of personnel files;
- Manage procurement and maintenance of software and hardware; maintain inventory of office equipment and other fixed assets;
- Maintain productive working environment for the Oakland office, including monitoring staff working conditions, ordering supplies, troubleshooting facilities issues with building management, and ensuring the effectiveness of all telecommunications and technological systems;
- Research, manage, organize and/or provide support on administrative projects as needed.

**Required Qualifications:**

Bachelor's degree or equivalent experience; at least two years of experience in a finance or operations role at a nonprofit or other related organization; keen interest in creating procedures, processes, and policies; excellent project management and attention to details; ability to maintain confidentiality and handle highly sensitive information; strong proficiency in Excel and demonstrated ability to quickly learn new software systems; must work well under pressure with proactive approach to routine and non-routine occurrences; ability to prioritize and ask clarifying questions to ensure understanding; strong analytical, problem-solving and interpersonal skills; commitment to working on the needs of low-income, immigrant, and Limited English Proficient (LEP) communities.

**Desired Qualifications:**

Knowledge of accounting or bookkeeping; experience with QuickBooks; experience in human resources.

**Compensation:**

The Business Operations Coordinator is a full-time position based in Oakland, CA. Annual salary range is \$50,000 - \$60,000, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life, and disability insurance and 403(b) plan.

**To Apply:**

Applications will be accepted until position is filled. Please email cover letter and resume to [apply\[at\]nationalcapacd.org](mailto:apply@nationalcapacd.org), with Business Operations Coordinator Application in the subject line.

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. No calls, please.

6/5/2017