



亞裔家援服務處

JOB ANNOUNCEMENT

Position Title: Director of Finance and Operations	Salary: \$92,000 - \$98,000
FTE/Hours Per Week: Full-time, 40 hours	Status: Exempt
Location: 10 Nottingham Pl, San Francisco, CA 94133	
Reports to: Executive Director	
<p>About APA Family Support Services</p> <p>APA's mission is to create healthy families by providing domestic violence and child abuse prevention services. We do this not only through case management but also through services at our family resource centers. By providing parents with a safe and welcoming place outside of their home, they increase their social circles and have a forum to gain their voice.</p> <p>APA is also the lead for Visitacion Valley Strong Families (VVSF), a collaborative family resource center that consists of APA, Edgewood, Asian Pacific American Community Center (APACC), and Samoan Community Development Center. Our goal is to build a healthy community through collaboration with families and community members.</p>	
<p>About APA's Director of Finance and Operations (DFO) Position</p> <p>The DFO will contribute to APA's overall mission by leading and supporting seamless fiscal, operational, and human resource management systems, procedures and processes.</p> <p>The successful candidate will play a critical role in partnering with the Executive Director in strategic decision-making and operations as APA continues its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact non-profit organization.</p> <p style="text-align: center;">Job Description is on the next page</p> <p style="text-align: center;">To Apply:</p> <p style="text-align: center;">Mail resume to APA Family Support Services 10 Nottingham Pl, San Francisco, CA 94133 or Email resume to DFO@apafss.org</p> <p style="text-align: center;">Subject/Ref: Director of Finance and Operations</p> <p style="text-align: center;">APA is an equal opportunity employer Position is open until filled</p> <p>(APA reserves the right to modify an employee's job description at any time based on the needs of the organization.)</p>	



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<p>Responsibilities</p> <p>The DFO works with the Executive Director to manage the essential operations of APA including finance, planning and budgeting, human resources, administration, IT, and facilities.</p> <p><u>Financial Management:</u></p> <ul style="list-style-type: none"> • Develop and implement plans, policies, and procedures for providing the financial resources needed to conduct the agency’s business. <ul style="list-style-type: none"> ○ Measure and report the results of the agency’s financial performance. ○ Recognize patterns in company spending and revenue, and recommend solutions to any problem areas. • Supervise Senior Finance & Operations Manager and staff to ensure timely and accurate bookkeeping, bank deposits, receivables, and payables • Negotiate, prepare and monitor all vendor and consultant contracts • Oversee grant and donor receivables and coordinate tracking with the development team • Develop and implement systems, policies, and procedures to ensure compliance and other funding requirements • Serve as staff liaison to the board Treasurer and Finance Committee • Oversee purchase and procurement approval processes and expenditures for capital improvements <p><u>Human Resources, Technology, and Administration:</u></p> <ul style="list-style-type: none"> • Further develop APA’s human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting • Ensure the recruiting processes are consistent and streamlined • Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures • Oversee administrative functions as well as facilities to ensure efficient and consistent operations • Work closely and transparently with all external partners • Perform other duties as may be assigned. 	



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Requirements <ul style="list-style-type: none">• Minimum of a BA, ideally with an MBA/CPA or related degree• A minimum of 5 years of experience in finance, administration, or operations with a minimum of 2 years serving in a management role• Has experience in final responsibility for the quality and content of all financial data and has preferably overseen a human resources function previously• A successful track record in setting priorities; problem-solving skills which support and enable sound decision making• A multi-tasker with the ability to wear many hats in a fast-paced environment• Commitment to training programs that maximize individual and organization goals across the organization, including best practices in human resources activities• In-depth knowledge of accounting software, corporate principles, and financial analysis.• Knowledge of inter-cultural skills and the ability to interact in a multi-cultural environment with multi-lingual communication skills• Proficient with QuickBooks, Word, Excel, and other database software• Excellent communication and interpersonal abilities• Outstanding leadership skills	
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