



Fiscal Coordinator

Full Time Non-Exempt (40 hrs)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander community.

CPAF is a community based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed.

Summary Statement:

Under the direction of the Fiscal Director, the Fiscal Coordinator will perform day-to-day accounts payable, vendor management, petty cash and payroll functions, as well as produce necessary reports, manage CPAF's accounting databases, and maintain financial records.

Duties and Responsibilities:

- **Accounts Payable (AP):** Review invoices, bills, vouchers and supporting documentation for accuracy and compliance with both internal fiscal policies and procedures and grantor guidelines and restrictions. Enter AP and cash disbursement transactions to the accounting system, ensuring accurate payment amount, vendor information, account coding and transaction accrual date. Process checks on a weekly basis, obtain required approvals and signatures and ensure disbursement of payments in a timely manner.
- **Vendor Management:** Track vendors to ensure accuracy of vendor information and record updates or changes in the accounting system as needed. Track recurring vendors for regular receipt of invoices (i.e. monthly, bi-monthly, quarterly, semi-annual, annual intervals), ensure period of service and amount billed is appropriate and entry in the accounting system is in consistent intervals. Verify with relevant staff that the service occurred and the expense is appropriate. Ensure W-9 collection for vendors as required and process DE542 and 1099 filings. Verify vendors for exclusion from federal debarment and suspension list as required.
- **Petty Cash:** Function as petty cash custodian of Community Center site and monitor petty cash funds at all CPAF sites by ensuring accurate replenishment and reconciliation of fund balances.
- **Payroll:** In coordination with the Grants Compliance Manager, verify accuracy of payroll reports and prepare and post payroll journal to the accounting system.
- **Expense Monitoring:** Assist team leads in managing their team budgets by ensuring accurate recording of expenses to each team's budgets in the accounting system and providing expense reports.
- **Administration/General Office:** Maintain a well-organized filing system for access and retrieval of financial records. Update internal fiscal forms. Assist with mail pick-up/distribution and cash receipts processing for separation of duties. Assist Fiscal Director with grant reports, proposals, budget reports, audits and filings as requested. Respond to fiscal inquiries from vendors and staff.
- **Teamwork:** Provide general support asked of all staff which may include: responding to emergencies, providing hotline or site coverage, providing translation, maintaining a functioning office. Participate in program and organizational development and fundraising, and attend staff and team meetings.
- **Outreach:** Identify/create opportunities to be an ambassador for CPAF's mission.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

General

- Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
- Understands and is aligned with CPAF's organizational values.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.).
- Must submit to DOJ level Live Scan and subsequent arrest notification and annual driving record search.
- Must have access to reliable transportation to and from work.

Job Execution

- Minimum two years education in bookkeeping/accounting or related field.
- Two or more years of work related experience, reflecting strong knowledge of accounts payable, accounts receivable, payroll and general ledgers strongly preferred. Experience in Nonprofit or social service work settings a plus but not required.
- Ability to maintain a high level of accuracy and confidentiality in preparing, entering and maintaining financial information. Excellent data entry skills.
- Detail-oriented, excellent analytical, problem solving and organizational skills. Excellent follow-through in assigned tasks and duties.
- Strong proficiency in MS Excel, Word and Outlook programs. Comfortable working with and creating spreadsheets and documents. Able to learn new accounting software programs.
- Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.
- Able to effectively and efficiently address crises and problem-solve with open communication
- Able to plan work schedule respective to agency needs, including working evenings or weekends if needed.
- Demonstrate excellent communication skills, both written and oral.
- Must complete 65-hour domestic violence/sexual assault certification training within twelve months of employment.

Interested parties please submit cover letter and resume to hr@cpaf.info and state where you saw our posting. Please include your name and the position you are applying for in the subject line. No phone calls please.

Center for the Pacific Asian Family (CPAF) is committed to a policy of equal employment opportunity and does not discriminate against its employees or applicants on the basis of ancestry, age, citizenship, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, political affiliation, race, religion (includes religious dress and grooming, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other category protected by federal, state or local law ("Protected Categories"). CPAF will not discriminate based on a perception that an employee or applicant is a member of one or more of the Protected Categories, or is associated with someone who is a member of one or more of the Protected Categories. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.