

Position Title: Director of Finance

Reports to: Co-Executive Director

Direct reports: Controller

Employee Classification: Regular, full-time, exempt

Hours: 1.0 FTE 32-hours per week (hybrid), Monday-Thursday

Compensation: \$88,500-\$112,400, DOE

Benefits: Generous 90% employer-paid medical, dental, and vision insurance; 401K plan with employer contribution; fully subsidized transit pass; work from home stipend; paid time off & 14 paid holidays annually.

About APANO:

APANO Communities United Fund unites Asians to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We envision a just world where Asians, Asian Americans and communities who share our aspirations and struggles have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO has a 501(c)(3) organization called APANO Communities United Fund (CUF) and works closely with its affiliate 501(c)(4) organization, APANO Action Fund (AF).

Position Description:

The Director of Finance provides strategic leadership for fiscal management, tracking, accounting, and risk management. The Director has day-to-day responsibility for managing the organization's financial records, recording fiscal activities, coordinating with internal and external stakeholders for payables and receivables, and coordinating annual audits/financial reviews with our auditor. This individual will join a growing, seasoned team of member-leaders and staff working to win concrete change in the lives of Asian and Asian Americans in Oregon and beyond.

This is a full-time position, 32-hours per week, with occasional after hours and weekend work.

Fiscal Management (60%)

- Ensure and maintain financial soundness of the 501(c)(3) and 501(c)(4) so as to remain in compliance with all local, state, and federal laws and regulations.
- Develop an annual budget in collaboration with the Directors Team and Finance Board Committee, for review and approval by each respective Board of Directors; monitor budget progress and changes with at least quarterly updates to the boards; and keep senior leadership team abreast of the organization's financial status monthly.
- Coordinate and lead the annual audit process, liaise with external auditors and the Finance Committee of the Board of Directors, and assess any changes necessary.
- Lead the preparation of and timely filing of organizations' 990s in collaboration with outside auditors.
- Directly manage all revenue processes including invoicing of funders and proper classification and recognition of revenue.
- Oversee financial reporting, including:

- Producing organization financial management statements, program specific reports, grant specific reports, budget comparison reports, and transaction level detail reports as needed.
- Respond to funder requests or questions as needed, and file accurate and timely financial reports and invoices for a large variety of grants and contracts, including City, State, and Federal funding sources.
- Developing systems for tracking cash flow, key dashboarding metrics, and forecasting models.
- Review and revise monthly payroll allocations.
- Ensure timely monthly financial statements are provided in accordance with best practices.
- Manages Controller and ensures collaboration within the Finance Team and across the organization, including annual performance evaluations and other forms of engagement.
- Liaise with external accounting companies to ensure timely and accurate workflows and systems and maintain an efficient and effective working relationship.

Organizational Thinking and Shared Leadership (25%)

- Work with the Director Team to nurture and sustain a culture of shared decision-making and leadership.
- Meet monthly with Directors on strategy, systems and budget updates.
- Lead collaborative budgeting process across the organization.
- Advise on strategy in collaboration with Directors and program teams; including new programming, funding opportunities and reserve development strategies
- Work in concert with the Finance Committee and Board of Directors on sound investment practices, debt management and mitigation; develop and monitor cost sharing agreements between 501(c)(3) and 501(c)(4) entities
- Participate in strategic planning and tracking of finance-related strategic plan goals.
- Provide leadership and training to directors and managers in the organization, providing training on systems improvements for tracking transactions across departments.
- Participate in monthly Community Development Corporation (CDC) Advisory Committee meetings

Compliance and Risk Management (15%)

- Ensure organizational financial policies and processes reflect current compliance requirements
- Ensure compliance with management requirements for federal funds.
- Oversee financial compliance review of contracts, grant, and sub-grant agreements
- Oversee training and implementation of financial policies and processes
- Work with HR on costs and budgeting for employee fringe benefit programs and insurance, including: APANO's 401k retirement plan, ERISA, annual Liability, EPL, and D&O renewal, assessing risk exposure.

Required Qualifications:

- Understanding of Generally Accepted Accounting Principles (GAAP) and at least five years experience in accrual-based accounting.
- Demonstrated working knowledge of fund accounting software, preferably Sage Intacct
- At least five years experience with management and reporting of federal contracts and grant funds
- At least five years audit experience, with ability to design and implement sufficient internal controls
- At least five years experience having final responsibility for the quality and content of all financial data, reporting and audit coordination for a significant program area with a minimum budget of \$1,000,000, and has preferably overseen a human resources function
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- At least three years experience managing direct reports and managing cross-functional teams.
- Demonstrated experience in financial management of multiple affiliated entities with cost sharing agreements and common employees
- Ability to manage competing priorities and manage timelines
- Ability to engage and communicate effectively with different audiences including staff, board, funders, and other stakeholders
- Strong written and verbal communication skills in English, especially around grant writing and reporting
- Strong organizational skills and ability to manage processes involving multiple teams
- Strong team player able to work effectively with colleagues across various teams
- Ability to pass background check
- Bachelor's degree in Finance or related field. Will consider professional years of experience in lieu of a degree.

Preferred, but not required:

- Experience working with Sage Intacct accounting system
- Experience in 501(c)3 and 501(c)4 compliance
- Experience in financial management, audit prep, and 990 reporting for a 501(c)4 non-profit organization
- Experience working with Divvy expense management software
- Demonstrated experience in financial management of affordable housing projects
- Demonstrated experience working with Asian and Asian Americans as well as an understanding of issues affecting these communities
- Asian language proficiency, both spoken and written
- Deep commitment to and vision for APANO's mission and strategic plan, including an understanding of the role of grassroots community organizing in social change and movement building

- Demonstrated commitment to racial and gender equity; record of success working with communities of color, low-income folks, LGTBQAIA individuals, and other historically marginalized communities
- A commitment to APANO's mission, vision, and values and to helping build a healthy workplace culture

How to Apply

Applications will be reviewed upon receipt and this position will be open until filled, with priority given to applicants who apply by **July 6, 2026**. Applications should be emailed as a single attached document (PDF preferred) to jobs@apano.org with subject line "Director of Finance."

Complete applications include:

- Cover letter (1 pages max) clearly outlining the specific skills and knowledge you bring to the job and how they are a good fit with the responsibilities of the position.
- A resume detailing relevant experience, work history, education and accomplishments.
- If you proceed to a final round of review, we will ask for 3 references with contact information and your relationship to the reference. (You may include these references in your initial application, but it is not required.)

APANO Communities United Fund and APANO Action Fund are actively seeking to increase representation and develop the leadership of women, LGBTQ people, people with lived experience of economic injustices, and other underrepresented groups, including diverse Asian and Asian American communities, both within the organization and the broader racial justice movement in Oregon. APANO CUF and APANO AF are equal opportunity employers. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification.