

JOB ANNOUNCEMENT

Release Date: March 16, 2009

Position: Director of Finance and Administration

About the Asian Pacific American Legal Resource Center:

The Asian Pacific American Legal Resource Center (APALRC) is the Capitol Region's nonprofit advocate advancing the legal and civil rights of Asian Americans through direct services, education, and advocacy. The APALRC's main goals are to *address the individual legal needs of low-income and limited-English proficient Asian Americans* and to *advocate for broad-based systemic change on legal and civil rights issues impacting Asian Americans*.

General Job Description:

The Asian Pacific American Legal Resource Center is seeking a Director of Finance and Administration to monitor grants and budgets, provide financial management assistance, conduct human resource operations, maintain facilities, and manage communications. The Director will report to the Executive Director, and supervise a junior development staff.

About the Opportunity

The Asian Pacific American Legal Resource Center has experienced tremendous growth since its founding in 1998. We expect continued success in our programs and development efforts, and seek someone to maintain the internal operations of the organization.

- **A supportive, engaged and influential board of directors.** Our board is made up of members in the legal profession as well as representatives from non-profit organizations mostly related to legal work.
- **Strong financials.** A small but growing reserve fund helps to maintain a secure financial position for the organization.
- **Excellent reputation in the community.** APALRC is unique in that we are the only organization providing legal services to the Asian American community in the Capitol region.

Responsibilities:

- Ensure that funds from government, individual, corporate and foundation donors are properly captured and incorporated into program efforts.
- Coordinate prompt responses to requests for financial information, data and materials.
- Formulate, implement and monitor budgets, work with financial consultants, and assist staff in interpreting financial data for operational flow.
- Formulate and submit grant budgets in coordination with program staff.
- Coordinate the design, format, implementation, and generation of financial reports as necessary.
- Review monthly cash flow and report.
- Collect any information and materials requested by the auditors.
- Liaison between the auditors, APALRC staff and management and financial consultant (as necessary).
- Oversee overall communications of the organization including events-related promotional materials, periodic organization newsletters, website content, etc.
- Participate in Board calls, particularly the audit and finance committees.
- Develop and implement, in partnership with the Executive Director, a periodic performance evaluation system.
- Gather and review information annually on regional compensation rates to form the basis for assessment of salary of all positions within the organization.
- Maintain recruiting and retention systems, and administer payroll processing and staff benefits, including insurance, leave, etc.
- Manage all information technology and communication needs, including maintaining relationships with vendors, suppliers and service providers.

Qualifications:

- Undergraduate degree, preferably in accounting, plus seven (7) years of relevant work experience, including three (3) years of work experience in the area of financial management.
- Superior organizational skills.
- Demonstrated experience in budget development and grants management.
- Knowledge and experience in personnel management, including coordinating payroll functions, creating performance management benchmarks, and assessing job functions, roles and responsibilities in relationship to perceived and stated needs of the organization.
- Excellent written and verbal communication skills.
- Proficient computer skills, including advanced use of Microsoft Office applications such as Word, Excel and Outlook.
- Ability to establish and maintain good working relationship with others, including co-workers. Must be a team player.
- Experience in developing operational and program budgets.

**Salary and
Benefits:**

Salary to commensurate with experience. Health and dental benefits provided.

To Apply:

Applicants should send a résumé, references, and cover letter describing in detail experience, qualifications and interest in the position to Director of Administration Search Committee, Asian Pacific American Legal Resource Center, 1600 K St., NW, Washington, D.C. 20006 or via email to jobs@apalrc.org. **Résumés will be reviewed as they are received. No phone calls please.**