**Asia Society Career Opportunity**

**Location: Northern California Center, San Francisco/Silicon Valley**

**Position: Director of Finance - Code 2009**

**Purpose:**

The Director of Finance provides direction, management and execution of the Center’s financial strategy. The Director will manage and implement important financial decisions, prepare financial documents including forecasts and budgets, monitor all budget related activity, keep financial records up-to-date and in good standing. A qualified candidate will have valid CPA status, non-profit expertise, excellent analytical and organizational skills, good understanding of international finance, proficiency with accounting software, organization and project management, effective communication skills, and strong understanding of California tax codes and laws. This position reports to the Executive Director.

**Responsibilities:**

* Ensure full transparency of the organizations financial performance
* Provide strategic financial recommendations to the executive director
* Manage the process for financial forecasting and budgets
* Present long-term business and financial planning and reports to the executive director and Board
* Manage all finance related procedures including but not limited to:
	+ Reconcile the organizations bank statements and bookkeeping ledgers
	+ Manage income and expenditure accounts
	+ Generate financial reports using income and expenditure data
	+ Coordinate and produce all required California tax documents, and other financial obligations including responding to audits
* Establish and develop relationships with key stakeholders
* Work with the Director of Partnerships to establish structural and cyclical financial relationships
* Maintain speed and accuracy of financial practices
* Integrate accounting software: Netsuite and Salesforce
* Collaborate with the finance team at NY Headquarters to make sure the team has updated versions of all software and executes best accounting practices for security and efficiency.
* Other responsibilities as assigned by the executive director

**Qualifications:**

* Bachelor’s and master’s degree in related field preferred
* CPA certification
* 7-9 years work experience, in a non-profit setting preferred
* California and federal IRS Exempt knowledge
* Experience working with executive professionals, dignitaries, board members or executive committees.
* Excellent written and oral communication skills with a high attention to detail.
* Proficiency with accounting software: Netsuite, Salesforce, Outlook, Zoom, Excel
* Ability to plan, multi-task, maintain high organizational standards, work with attention to detail, problem solve and work in daily collaboration with changing priorities.
* Desire to thrive in a can-do team environment that takes pride in the organization’s mission, commitment to integrity, willingness to innovate, and an overall enthusiasm for our organization.

This is a full-time position. The Center offers a very competitive salary, as well as a comprehensive benefits package.

**How to Apply:**

Please email your cover letter, resume, and salary requirements to sanfrancisco@asiasociety.org or fax to (415) 421-2465. Indicate job title and job code 2009 in the subject line. No phone calls please.

Asia Society is an Equal Opportunity Employer.