

JOB DESCRIPTION

TITLE: Director of Finance

LOCATION: San Francisco/Silicon Valley

DATE: April, 2021

GRADE: 9

PROGRAM/DEPT: Northern California Center

REPORTS TO: Executive Director

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.

COMPETENCIES:

Professional and Results-Oriented:

- Highly organized and a self-starter, with strong attention to detail and an entrepreneurial spirit
- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action
- Good ambassador for Asia Society, with current knowledge about the organization locally and globally

Collaboration and Teamwork:

- Excellent skills in communicating with people in-person and virtually from different cultures, backgrounds, and across time zones
- Actively follows best practices in nonprofit accounting practices and is highly collaborative, organized, adaptable and team-oriented.
- Works with others towards common purposes to achieve shared financial goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external processes, controls and relationships

- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice in accounting and effectively prepares for anticipated changes and detailed accurate tracking.
- Experience in Netsuite and Salesforce highly desirable

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.

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