

Who We Are

LEAP (Leadership Education for Asian Pacifics) is a national, nonprofit organization founded in 1982 with a mission to achieve full participation and equality for Asian and Pacific Islanders (APIs). LEAP works to achieve this mission by: **Developing People**, because leaders are made not born; **Informing Society**, because leaders know the issues; and **Empowering Communities**, because leaders are grounded in strong, vibrant communities. Guided by the philosophy: “**Keep Your Values. Develop New Skills.®**”, LEAP is focused on “uncapping talent” and filling the pipeline with Asian and Pacific Islander leaders across all sectors.

About This Role

LEAP is seeking a Director of Finance to oversee a diverse array of accounting, finance and operational/administrative services (including Human Resources and benefits,) which are fundamental to both daily operations and the achievement of organizational priorities and objectives. This position reports to the President and CEO and will be integral in assisting senior management in developing and implementing strategies that facilitate organizational growth and impact.

To be successful in this position, the Director of Finance must have strong leadership, management, technology, analytical and communication skills. You must enjoy working in a hybrid team environment, possess strong interpersonal skills with the ability to be highly flexible and excel in a fast paced, multi-tasking and dynamic work environment.

What You'll Do

FINANCIAL MANAGEMENT

- Develop sound financial and administrative policies and procedures and internal controls for accounting, auditing, budgeting, payroll, and administrative services functions. Implement and monitor policies, procedures, and internal controls to ensure accuracy and efficiency.
- Direct activities relating to the management and control of cash flow, banking relations, and investments.
- Manage the organization's daily administrative and financial activities, including financial record keeping, production of financial statements, and personnel records.

BUDGETING AND PLANNING

- Work with the Board Treasurer, Finance and Risk Committee, Board of Directors, and the President and CEO in the development of financial objectives for the organization.
- Direct the preparation of organizational operating budgets and forecasts with staff and Executive Management Team, Finance and Risk Committee and Board approval.
- Prepare operating budgets and forecasts for all financial functions; monitor revenues and expenses against approved budget. Recommend and monitor expense control initiatives. Prepare analyses of variances and recommend revision of plan and budget.

- Work closely with Executive Management Team, and other designated staff in long-range strategic planning for the organization, grant creation and reporting, and budget preparation.

RECORD-KEEPING

- Direct the timely preparation and maintenance of all accounting records and provide appropriate financial/statistical reports.
- Maintain the organization's revenue and expense records, produce monthly financial statements, process accounts payable and accounts receivable, process deposits, and maintain annuity records.
- Oversee and direct payroll and tax payment systems; direct the preparation and maintenance of all payroll records and reporting, assuring compliance with all legal requirements and organizational objectives.
- Prepare and submit federal, state, and local income tax forms, withholding forms, and other forms as required.
- Ensure compliance with all financial/tax reporting requirements of agencies and foundations.

AUDIT AND TAXES REPORTING

- Review audit needs of the organization; liaison to Audit Committee as to selection of auditors.
- Direct preparation for audits.
- Work with the auditors in preparation of the annual audit report and filing of tax reports. Review and approve all drafts; assure distribution of reports as required.
- Respond to auditor's findings and recommendations in consultation with Finance and Risk Committee, taking action as appropriate.
- Develop internal audit procedures to ensure that systems are functioning as planned.
- Support the preparation of Form 990 and ensure that a copy of the most recent IRS form 990 and related schedules are available for review according to federal law.

ADMINISTRATIVE

- Negotiate contracts; coordinate the administration of all operating leases and contracts, including consultant agreements, insurance, building lease, and other services.
- Prepare and review all contracts for major contracted services, and staff employment offers
- Hire, train, manage, and evaluate all finance/administrative staff.
- Serve as part of the Executive Management team to assist the President and CEO in setting and implementing administrative policies established by the Board.
- Work with the organization's legal counsel to resolve legal matters.
- Serve as a strategic thought partner to the President and CEO, senior management, and the board, aiding in policy formation and management.

A. BOARD OF DIRECTORS

- Liaison to Executive Committee of Board, Finance and Risk Committee and Audit Committee; interact with Board Treasurer as needed.
- Prepare monthly financial statements and interim reports as requested by Board Treasurer, Finance and Risk Committee as required.

B. PERSONNEL

- Oversee the establishment of personnel policies for all staff.
- Direct the execution of all benefits programs, including retirement programs, health insurance, and all other types of institutional insurance, maintaining accurate records and filing all required reports.
- Maintain employee records showing date of hire, compensation, and benefits, leave records, and other pertinent personnel data.
- Prepare and file employer reports to government agencies, insurance companies, etc.
- Carry out organizational and personnel surveys as needed.

Who You Are

- Bachelor's Degree in accounting or business administration.
- 5-8 years accounting experience; work in a nonprofit is a plus.
- Certified Public Accountant designation preferred.
- Working knowledge of generally accepted accounting principles related to 501 C (3) entities.
- Working knowledge of QuickBooks is a must; knowledgeable using Lacerte is a plus.
- Experience with grants management and individual donors.
- 3 years supervisory experience and working in a senior level role.
- Enjoys working hands-on with a lean hard-working team, including consultants and contractors.
- Proven successful interactions with Boards and a diverse array of community stakeholders.
- Professional demeanor and ability to interact with clients, donors, vendors, executives, and staff.
- Ability to quickly build trust and strong relationships throughout LEAP's organization and with our clients, donors, and vendors.
- A leader who focuses on the growth and well-being of others.
- A sense of humor, confidence, flexibility, and a commitment of excellence.

Other Information

- Must reside in Southern California and able to travel to our office in Little Tokyo.
- Full-time, exempt position with annual compensation range \$110,000 - \$120,000.
- Full health, vision, and dental coverage; long-term disability after two months employment.
- Option to participate in Health Savings Account with employer contribution.

- Participate in 401K Retirement Plan with 4% employer match after one-year of employment.
- Unlimited paid time off.
- Winter and Spring office closures.
- Personal development and skill-building support.

If you are interested in making an impact in the API community and this role interests you, we encourage you to apply by emailing your resume to Eledy Vargas Gonzalez (evargas@leap.org)