Job Description

Title: Budget Manager
Location: 150 Elizabeth St, NY, NY 10012
Schedule: Full time with Benefits, 35 hours per week

Organizational Background: Founded in 1965, the Chinese-American Planning Council, Inc. (CPC) is the nation’s largest Asian American social services agency. Our vision is to advance and transform communities, and our mission is to promote social and economic empowerment among Chinese American, immigrant and low-income communities. Our organizational values are: 1) We are our community; 2) We embrace our community; and 3) We empower our community.

Position Summary:
As part of the Central Administration team, the budget manager will work with the within the agency’s Fiscal Department. We are looking to fill a full-time position with someone who has great organizational skills and attention to detail and willing to work in a non-for-profit environment. S/he is expected to have strong analytical and problem-solving abilities and will report directly to the Chief Financial Officer.

Primary Duties & Responsibilities:

- Work with and train Program Managers regarding various budgeting procedures.
- Communicate complex accounting concepts to management and staff.
- Formulate and develop departmental and organizational budgets.
- Coordinate and consolidate 100 plus budgets from various programs and entities.
- Establish and oversee budgetary standards and procedures.
- Create strategies to optimize our organization's budgets and spending.
- Monitor spending patterns and implement measures to promote adherence to budgets.
- Provide financial analysis and strategic input to facilitate high-level decisions
- Consolidate all entity budgets for monthly reports.

Experience & Qualifications:

- A bachelor’s in accounting, business management, finance, or similar.
- Experience with accounting software (Sage Intacct, QuickBooks Enterprise)
- Experience with Excel, PowerPoint, and Word
- Experience in the Nonprofit sector
- Excellent written communication and interpersonal skills
- Strong analytical and problem-solving abilities.
- Great organizational skills and attention to detail.

How To Apply: Individuals interested should send their resume to Lillian Zhao, Controller at lzhao@cpc-nyc.org.

CPC is an Equal Opportunity Employer