Title: Director of Finance/CFO
Reports to: Executive Director
FLSA: Exempt
Status: Regular 32 Hours/week
Location: San Francisco, CA - Hybrid office/work-from-home schedule available
Salary Range: $80,000 - $100,000

GENERAL SUMMARY

The Director of Finance/CFO is responsible for the financial health of the organization with an annual budget of $2 million and growing. JACL has a diverse source of revenues from membership dues, charitable contributions, corporate sponsorships and partners, annual convention, grants, and a newspaper with advertising revenue. These revenue streams serve our programming in the areas of social justice advocacy and education rooted in the history of Japanese American incarceration during WWII. This position ensures the financial infrastructure to support these activities. This position is eligible for a flexible hybrid work schedule.

Founded in 1929, the Japanese American Citizens League (JACL) is the oldest and largest Asian American civil rights organization in the United States. The JACL monitors and responds to issues that enhance or threaten the civil and human rights of all Americans and implements strategies to effect positive social change, particularly to the Asian Pacific American Community.

ESSENTIAL FUNCTIONS

Financial Management and Reporting

- Provides strategic management of the accounting and finance functions.
- Establishes and maintains JACL’s accounting policies, procedures and internal controls.
- Implements improvements to ensure the integrity of JACL’s financial information.
- Regularly assesses and maintains electronic financial records, currently Quickbooks.
- Prepares forecasts, cash flow analyses, and annual budgets for planning purposes.
- Serves as primary contact for bank and investment advisors.
- Organize, update, and maintain the fiscal procedures of the organization through internal
audit controls and procedures.

- Monitors revenues and expenditures and reports variances from budgeted amounts to the Executive Director and Finance committee.
- Manages independent accountants and auditors to ensure federal, state, and local taxes are completed accurately and on time and annual audit is completed within a reasonable time from the close of fiscal year.
- Provides the Finance Committee, Audit Committee, and Investment Policy Committee with guidance and understanding of the financial health of the organization, its cash flows, and investments.

Payroll Management

- Ensures that payroll is prepared and disbursed on time.
- Ensures timely payment of retirement benefits in accordance with benefits managed by the Operations Manager.

Supervision

- Supervises the bookkeeper to ensure the timely recording and deposit of all routine checks and cash, timely invoicing of accounts receivable and disbursement of accounts payable, ensure employee time and resource allocations are recorded and entered into accounting system to allocate costs for expenses to appropriate program areas.
- Maintain records of accounts receivable and accounts payable, with the exception of Membership and Membership related accounts.

Other Duties

- Performs other duties and handles other responsibilities as directed by the Executive Director.

QUALIFICATIONS

- Minimum bachelor’s degree in accounting, business administration, or its equivalent. Preference given to a Certified Public Accountant (CPA).
- Three to six years of experience in financial management required.
- Excellent management and supervisory skills.
- Excellent analytical and organizational skills.
- Proficient in accounting, excel, and database computer applications.
- Excellent written and verbal communication skills.
- Must be able to work in a sedentary office setting for a full work day.
- May need to occasionally bend and lift boxes weighing up to 50 pounds.
- Some weekend and evening hours typically less than 10% of time though could be more at times such as the annual convention.
- Position requires occasional travel for in-person meetings and events.

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The qualifications listed above are guidelines for selection purposes. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job may be considered.

Additional Information
The Japanese American Citizens League (“JACL”) is committed to providing qualified individuals with disabilities reasonable accommodations to perform the essential functions of their jobs. Additionally, if you (or another applicant of whom you are aware) require assistance accessing or reading this job posting or otherwise seek assistance in the application process, please contact David Inoue at jobs@jacl.org.

JACL provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to sex, sex stereotyping, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), race, color, religion, ancestry or national origin, age, disability status, medical condition, marital status, sexual orientation, gender, gender identity, gender expression, transgender status, protected military or veteran status, citizenship status, genetic information, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Nothing in this job posting or description should be construed as an offer or guarantee of employment.

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