

## **Job Description: Program Finance Manager**

### **Summary**

The Program Finance Manager is responsible for organizing and overseeing the fiscal responsibilities of API SBP, including preparing organizational and program budgets, overseeing the accounting and fiscal reporting on our state, federal and private contracts, and maintaining our accounts.

### **The Organization**

The mission of the Asian Pacific Islander Small Business Program (API SBP) is to assist the development of small- and micro-businesses in Los Angeles, especially those of low income immigrants, with particular focus on Cambodia Town, Chinatown (and parts of the San Gabriel Valley), Historic Filipinotown, Koreatown, Little Tokyo and Thai Town business communities.

API SBP, established in 1999, is a collaboration of Chinatown Service Center, Koreatown Youth and Community Center, Little Tokyo Service Center CDC, Search to Involve Pilipino Americans, Thai Community Development Center and United Cambodian Community. API SBP is fiscally sponsored by LTSC.

### **Position: Program Finance Manager**

Main responsibilities:

- Assist with annual organizational and project budgets, forecast revenue, and estimate any carry-over of funds from one year to the next
- Plan, organize, and coordinate the centralized accounting and financial reporting for our grants/contracts
- Calculate and process various company payments, but not payroll
- Prepare quarterly federal (SBA) fiscal reporting
- Prepare quarterly state (TAEP & SEED) fiscal reporting and invoicing
- Prepare invoices as needed
- Bookkeeping
- Monthly bank statement reconciliation
- Assist with tax return preparation
- Primary liaison between API SBP and our fiscal sponsor, LTSC, who holds all of our accounts and handles our payroll

### **Requirements**

The candidate must be able to work independently as well as in a team. He/she must be a self-starter and always be conscious of what would be best for the agency and its clients as a whole. Candidate must possess excellent writing, organizational, interpersonal and communication skills with the ability to work with a wide range of culturally diverse people including staff, clients, media, funders, elected officials and others.

### **Qualifications**

- At least 3 years of experience reading and interpreting financial statements
- Familiarity with the fiscal operation of a nonprofit organization
- Familiarity with federal and state contract fiscal reporting and contract management



- Dedication to micro and small business development / community economic development
- Strong communication skills – writing, public speaking, outreach and marketing
- Strong computer software skills: MS Office (Word & Excel), CRM software, data management, etc.
- Valid CA driver's license, proof of auto insurance & proof of eligibility to work in the United States.
- Ability to work remotely, but available to attend monthly team meetings in person

**Tenure**

This is a full-time position, available per funding availability.

**Compensation**

\$65,000 to \$70,000 per year depending on experience, with full benefits, 14 paid holidays, 2 weeks paid time off (vacation)

**Please submit cover letter and resume via email to: [smallbiz@apisbp.org](mailto:smallbiz@apisbp.org)**