



Finance and Operations Manager Job Description

CAAAY: Organizing Asian Communities is seeking a dynamic Finance and Operations Manager to support the organization's operations and finance work. The ideal candidate will have a proven ability to support the organization's financial management and manage office administration, among other responsibilities.

About CAAAY

CAAAY's purpose is to develop the leadership of working class Asian immigrants to make a significant intervention in the gentrification of NYC by building neighborhood power in Chinatown and Queens. Chinatown and Queens are neighborhoods where Asian immigrants are the fastest growing driving force of the working class, and could potentially shift the long-term political landscape of the city. Our strategy is to build neighborhood power to (1) defend our neighborhoods by fighting against luxury development; (2) fight for more housing for the working class in these neighborhoods; and (3) build enough power to constrict our opposition, the real estate industry.

Responsibilities

The Finance and Operations Manager is responsible for overseeing the day-to-day operations of the organization and leading financial management processes for CAAAY and our sister c4 organization, CAAAY Voice. They will support the annual participatory budgeting process with staff, monitor and update cash flow, and manage finance transactions for the organization. They will assist with fundraising as needed, such as maintaining the donor database and supporting contracts management. This position will work closely with CAAAY's bookkeeper and report to the Deputy Director.

The Finance and Operations Manager's specific responsibilities include, but are not limited to:

Financial Management

- Manage the accuracy of the cash flow and other financial monitoring systems
- Serve as the primary liaison to the bookkeeper on monthly financial reconciliation.
- Manage and review the organization's financial transactions and systems
- Monitor income and expenses, ensure adherence to fiscal policies and protocols, and help facilitate annual participatory budget process and financial planning activities.
- Work with the Grants Manager to support the submission of timely and accurate grant proposals and reports by providing financial information.
- Work with the Donor Organizer to process individual donations and manage our donor database, including troubleshooting any systems issues

Operations

- Oversee the day-to-day activities of the organization, including the upkeep of our physical office space and supplies, and management of our filing, accounting, and database systems.
- Proactively working with staff to maintain updated information in our administrative systems, including our technology loan management, and provide technical support for our web site and online archives.
- Liaise with vendors and consultants to ensure timely invoicing and payments.
- Ensure that we meet our COVID office cleanliness
- Coordinate logistics for staff wide meetings, retreats, events.

Programmatic Support

- Contribute to CAAAY's organizing work by assisting with events as needed



- Actively participate in and show leadership in all staff strategy planning, political development, and evaluation activities

Organizational Development

- Build financial literacy with staff and board
- Represent CAAAV's strategy and values in all internal and external activities

Qualifications

We're seeking candidates who excel in relationship-building, have strong verbal and written communication skills, and have strong project management skills with a strong commitment to CAAAV's mission and movement building.

The ideal candidate will have:

- Experience in overseeing and providing fiscal oversight for organizational and program budgets
- Clear understanding of accounting principles, management accounting methods, working knowledge and experience in financial reporting, including accounts payables and receivables, and contract management.
- Able to use PC-based word processing and database programs.
- High level of accuracy and attention to detail, while holding awareness of the big picture.
- Strong analytical and problem-solving skills.
- Excellent interpersonal and communications skills.
- Experience with facilitating or coordinating financial literacy skillshares or economic justice political education workshops
- Strong commitment to CAAAV's mission and movement building;
- Strong working knowledge of issues affecting low-income, immigrant, communities of color and relevant experience working in Asian immigrant communities;
- Proficiency in Bangla, Cantonese, or Mandarin preferred, but not required.

This is a full-time, exempt position (40 hours/week) with paid overtime and benefits. The salary for this position is \$62,000. We currently have a hybrid return to office policy, working in the office and from home, and this may change pending how the pandemic evolves. This position is based in New York City.

To Apply

Please send a cover letter and resume to jobs@caaav.org with subject heading: FINANCE & OPERATIONS MANAGER. We will review applications on a rolling basis, but priority will be given to applications submitted by February 17, 2022. CAAAV is an equal opportunity employer. Women, immigrants, LGBTQ, people with disabilities, and people of color from low-income communities are strongly encouraged to apply. Due to high volume of calls, please do not call. Applicants will be notified for an interview by e-mail.