



**AFSSA**  
ASIAN FAMILY SUPPORT SERVICES OF AUSTIN

## Director of Finance

*Position Available*

### ABOUT AFSSA

**Asian Family Support Services of Austin** is nationally recognized in the advancement of social justice and human rights for survivors of domestic and sexual violence in Asian Pacific Islander communities. Founded in 1992, AFSSA is the leading social service agency serving Asian American Communities in Central Texas.

AFSSA's mission is to promote abuse-free Asian communities through advocacy, support, awareness and access to social services. AFSSA advances its mission through supporting and empowering Asian survivors of domestic violence, sexual violence and human trafficking, while improving their access to services and increasing community awareness of various forms of gender-based violence and oppression.

AFSSA is currently seeking a Finance Manager to work with the Executive Director (ED) and the bookkeeper to ensure the agency's financial processes and flow are efficient, accurate, and that AFSSA remains in compliance with all Grantor regulations, and general accepted accounting principles (GAAP).

### POSITION SUMMARY

Reporting to the Executive Director, and acting as a member of the leadership team, the Director will: coordinate and manage the flow of financial requests and information between staff and the bookkeeper, between agency and grantors; coordinate and review all grant billings and monthly financial statements; serve as the contact person for all grantor financial communications; interface directly with G&A Partners (PEO, for payroll and HR) to ensure the online payroll and HR system continues to meet the needs of the agency and staff, work with ED to develop and monitor agency budget. Serving as an integral member of the management team, the position is responsible for developing and implementing policies and procedures within our financial structure that improve efficiency, performance, transparency, oversight, strategic decision-making, audit practices, and compliance with funding requirements.

### Essential Job Functions

- Coordinate and review all financial processes and procedures
  - Review/correct/ approve and move to bookkeeper for final processing all purchase logs, reimbursement requests, and vendor check requests
  - Reconcile bank and credit card statements and ensure all supporting expenditure documentation conforms with audit standards
  - Process monthly invoices. Generate required check requests and monitor auto debits for recurring costs.
  - Manage Revenue, make bank deposits
- Develop an integrated financial calendar for audit, single audit, accounting, budget development, and budget oversight; implement the calendar with various staff teams
- Project manager and primary point of contact for both internal and external grant audit requests
- Serve as primary contact with G&A Partners (PEO, payroll & HR)
- Work with ED and HR Consultant to ensure payroll is ready to be processed and submitted.
- Identify best practices and make recommendations for improving internal systems with an eye toward future needs and budget realities
- Review agency and program budgets and ensure that expenditures are confined to the approved budgets; integrate program budgets to support mission-oriented, client-focused, comprehensive, integrated service delivery
- Improve existing models to monitor cash flow, budget to actual expenditures, budget to actual projections
- Recommend and integrate financial management best practices and practices for performance improvement
- Lead development of Independent Audit and Single Audit
- Serve as the point of contact for all grantor/agency communications and respond as required.
- Manage and coordinate grants to ensure financial compliance with all regulations and conditions
- Develop grant billing and review schedules and communicate them to the bookkeeper and to staff

- Manage monthly grant billings.
- Review and approve grant financial reports. Work with bookkeeper to ensure accuracy of report.
- Submit grant adjustments as needed to balance expenditures across allowable categories.
- Review grants to determine allowable expenditures; create documentation of allowable expenses to share with program managers and teams
- Review grant regulations and ensure AFSSA documentation meets standards
- Lead response to grantor financial audits, often in close coordination with specific program managers
- Develop models and projections for budget management for individual grants; integrate individual budgets to support agency wide mission and service delivery
- Provide financial mentoring and coaching of staff.
- Attend various agency meetings as required.
- Adhere to all agency, state and federal policies and regulations.
- Perform other duties as assigned.

#### **REQUIRED EXPERIENCE & EDUCATION**

- Bachelors or Masters in Business Administration or Finance, OR an equivalent combination of education and experience;
- 2 years of financial and/or government grant management experience
- Proficiency using technology, MS Office software, and databases

#### **PREFERRED KNOWLEDGE, ABILITIES, SKILLS**

- Proficiency using MIP Accounting software
- Project Management Certification
- Ability to prioritize demands
- Solid communication (written and verbal) and interpersonal skills
- Communication style that is transparent and direct
- Initiative, a self-starter
- Ability to remain focused and calm while delivering against timelines, not easily intimidated
- Must submit to and successfully complete a background investigation
- Ability to plan and organize work in an effective and timely manner
- Ability to maintain flexible schedule

#### **Specifications:**

- Annual Salary DOE
- 40 hours per week with possibility of additional hours required during peak season
- Attractive benefits including PTO, Retirement, Flexible Work Schedule, Health Insurance
- Valid U.S. work permit required
- Must be available to work evenings and weekends

Please send cover letter and resume to AFSSA at [info@afssaustin.org](mailto:info@afssaustin.org). For more information, visit [www.afssaustin.org](http://www.afssaustin.org).  
**No phone inquiries.**

*AFSSA is an equal opportunity employer and does not discriminate on the basis of age, sex, race, language, ethnicity, religion, national origin, gender, gender expression, gender identity, marital status, sexual orientation, or status as a veteran with a disability*