



ABOUT ASIAN FAMILY SUPPORT SERVICES OF AUSTIN (AFSSA)

AFSSA is a non-profit organization dedicated to breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and self-advocacy, AFSSA empowers survivors of sexual assault, domestic violence, stalking, and human trafficking by improving their access to culturally specific services while increasing community awareness of gender-based violence.

AFSSA supports our dedicated team of professionals by providing medical, dental, and vision insurance at no cost to our employees. AFSSA demonstrates a level of care for our employees that includes competitive compensation, generous PTO, and comprehensive benefits.

Guided by our core values of Prevention, Advocacy, Responsiveness, and Transformation, AFSSA provides high quality, client-centered, and strength-based survivor and community services in Central Texas.

POSITION SUMMARY:

The Finance & Grants Manager is responsible for overseeing the organization's accounting operations, government grant financial management, compliance, and financial reporting while supporting the strategic financial objectives of AFSSA.

Reporting directly to the Director of Finance, this position coordinates grant financial administration, ensures compliance with Generally Accepted Accounting Principles (GAAP), Uniform Guidance (2 CFR Part 200), and federal, state, and private grant requirements.

The Finance & Grants Manager serves as a key financial resource for agency leadership by providing accurate financial reporting, budget monitoring, grant reimbursement management, audit coordination, and continuous improvement of internal controls and financial processes.

ESSENTIAL RESPONSIBILITIES:

Accounting & Financial Management

- Serve as lead on all aspects of accounting operations including accounts receivable/payable payroll, Bank reconciliations and the management of financial controls in accordance with GAAP
- Monitor cash flow and ensure timely processing of financial transactions.
- Ensure proper revenue and expense recognition.
- Maintain accounting schedules supporting financial statements.
- Review financial transactions for accuracy and compliance.
- Recommend and implement improvements to accounting procedures and internal controls.

Government Grants Management & Compliance

- Serve as lead on all aspects of accounting operations including accounts receivable/payable payroll, Bank reconciliations and the management of financial controls in accordance with GAAP
- Monitor cash flow and ensure timely processing of financial transactions.
- Ensure proper revenue and expense recognition.
- Maintain accounting schedules supporting financial statements.
- Review financial transactions for accuracy and compliance.
- Recommend and implement improvements to accounting procedures and internal controls.

Audit & Internal Controls

- Serve as lead on all aspects of accounting operations including accounts receivable/payable payroll, Bank reconciliations and the management of financial controls in accordance with GAAP
- Monitor cash flow and ensure timely processing of financial transactions.
- Ensure proper revenue and expense recognition.
- Maintain accounting schedules supporting financial statements
- Review financial transactions for accuracy and compliance.
- Recommend and implement improvements to accounting procedures and internal controls.

Leadership & Collaboration

- Serve as a financial resource for program managers and agency leadership.
- Provide coaching to staff on financial policies, grant compliance, and purchasing procedures.
- Collaborate across departments to improve financial processes.
- Participate in organizational planning and strategic initiatives.
- Promote accountability, transparency, and continuous process improvement.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Bachelor's degree in accounting, Finance, Business Administration, or related field. Equivalent combinations of education and relevant experience may be considered.
- Minimum three to five (3-5) years of nonprofit accounting experience, of which three (3) years were managing government grants.
- Experience with fund accounting.
- Experience preparing grant reimbursement requests and financial reports.
- Experience managing month-end and year-end close.
- Experience supporting independent financial audits and Single Audits.
- Advanced Microsoft Excel skills.
- Experience using accounting software (MIP Accounting preferred).
- Experience working with one or more of the following funding sources:
 - U.S. Department of Justice -Office on Violence Against Women (OVW)
 - Texas Office of the Governor – Criminal Justice Division (CJD)
 - Texas Office of the Attorney General (OAG)
 - Family Violence Prevention programs
 - Victim Services grants
- Preferred experience working in nonprofit organizations serving survivors of domestic violence, sexual assault, or human trafficking.
- Strong knowledge of GAAP and nonprofit accounting.
- Knowledge of Uniform Guidance (2 CFR Part 200).
- Excellent analytical and problem-solving skills
- Strong organizational and project management abilities.
- Ability to manage multiple funding sources simultaneously.
- Excellent written and verbal communication skills.
- High level of accuracy and attention to detail.
- Ability to maintain confidentiality.
- Commitment to continuous improvement and process efficiency.
- Collaborative leadership style with strong customer service skills.

SPECIFICATIONS:

- **FLSA Status:** Full-Time Exempt
- **Salary:** \$75-85,000 (experience based)
- **Location:** Austin Texas
- **Benefits:** 100% employer paid medical, dental, and vision insurance. 401k program (up to 3% employer match). Generous Paid Time-Off (PTO, accrued semi-monthly @ 8 hrs per pay period), five (5) Floating Holidays, six (6) Official Holidays.
- **Hours:** minimum 40 hours per week, including evenings and weekend commitments
- **Required:** Valid U.S. work permit
- **Required:** Occasional use of self-insured personal vehicle
- **Required:** Valid Texas Driver's License
- **Note:** This position is subject to grant funding

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.