

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Administrative Supervisor	Division:	Finance and Admin
FLSA: Non Exempt, Full Time with comprehensive benefits	Supervisor:	Director of Finance and Administration
Pay Range or Rate: \$35 - \$38.50 / hour	Revised:	November 2022

Summary

The Administrative Supervisor will be supervised by the Director of Finance and Administration and will work on developing and implementing administrative, organizational, and financial policies and procedures. Under the general supervision of the Director of Finance and Administration, the Administrative Supervisor will manage the accounting responsibilities of assigned service contracts and their cost centers. The Administrative Supervisor will provide fiscal oversight and support to the Managers responsible for those contracts. The Administrative Supervisor will contribute to problem solving and operational improvements of the Finance Unit, and the Management Team. The Administrative Supervisor will also help to ensure the organization complies with all nonprofit legal requirements as needed.

Essential Functions Finance (70%)

Provide Accounting Services by:

- Implement Accounts Receivable operations
- Prepare and submit monthly billings and invoices.
- Review and reconcile receivables of all grants and contracts each quarter and prepare appropriate worksheets for annual audits
- Manage relationships with funders, subcontractors and public, including resolving account and billing discrepancies
- Calculate and record Indirect cost charged to grants and contracts
- Prepare monthly bank reconciliations
- Produce monthly financial reports to ensure the financial activities and account balances are appropriate according with grant and contract budget requirements.
- Prepare and post adjusting journal entries as necessary and in accordance with procedures.
- Implement grants and contracts budget, control and variance analysis
- Assist in Payroll operations and employer-employee relations and assist with Human Resources functions.
- Review expenditures postings for proper allocation to cost centers and accuracy of amount
- Reconcile all Balance Sheet accounts and all Revenue and Expense accounts and prepare appropriate worksheets for annual audits

Provide Fiscal Oversight and Support by:

- Review and advise Managers on relevant budgets and ensuring they are accurately entered.
- Prepare and submit year-end cost and closeout reports; reconcile them upon review by funding sources.
- Provide account analyses and printouts as necessary or requested; advise Managers on GAAP and contract fiscal policies
- Implement systems of internal controls, monitor, evaluate and revise accordingly
- Assist with preparation of audits and financial monitoring performed by various funding sources
- Assist in grant and contracts budgets requirements

Board Support (10%)

- Assist the Director of Finance with OCAPICA's board of directors and the administration of committee's board minutes
- Assist in maintaining Board records and track Board contributions

Administration and Operations (20%)

- Organize and maintain administrative, archival and all files
- Implement, and maintain financial policies and procedures
- Provide support for the organization to meet its legal and administrative requirements

- Work with Director of Finance in related administration and financial operations
- Implement and periodically review operating practices and procedures to ensure smooth and efficient office operation
- Assist with answering phones and responding to general inquiries
- Provide overall general administrative support

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's degree in Accounting or work experience in the field
- Must have excellent organizational and communication skills
- Experience and knowledge working with QuickBooks or Fund Accounting Software
- Experience with Microsoft Office (or other similar software)
- Must be comfortable with the philosophy and goals of OCAPICA
- Must be able to multi-task and manage multiple priorities and projects.
- Must be comfortable working in a team environment.
- Ability to do some travel for conferences, meetings, and trainings.
- Must have a valid California driver license, car insurance and reliable transportation. Proof must be submitted
- Verification employment eligibility and Background Check required.
- Regular Attendance required.

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Ability to work independently.
- Experience in nonprofit administrative and financial compliance
- Demonstrated knowledge and sensitivity to various cultures and underserved youth and their families.
- Prefer individual with flexibility and initiative

Supervisory Responsibilities

This position does not require supervision of any paid employee. However, this position may entail supervision of volunteers.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment (may include shared space) as well as out in the field, exposed to weather conditions and noise level prevalent at the time.

Physical Requirement

In the course of performing this job, the incumbent typically spends time sitting, standing, walking, driving, walking, typing, filing, listening and speaking.

Mental Requirement

The mental activities the individual will be expected to perform must be able to handle any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

Application Process

Application deadline: **Open until filled.**

Please e-mail or fax a cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to:

Email: careers@ocapica.org

FAX: (714) 228-9795

Please ensure that the email subject has the job title: **Administrative Supervisor**

Agency Background

OCAPICA was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, OCAPICA has expanded and serves all communities, especially low income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. OCAPICA has more than 90 employees that speak 24 languages and serve more than 40,000 community members a year.

OCAPICA is an Equal Opportunity/Affirmative Action Employee