



## Operations and Administration Coordinator

**Location:** Seattle Metropolitan Region, WA; Remote Until Further Notice

**Employment Type:** Part-time, temporary, contract

**Compensation:** \$25-30/hr at 12-20 hours/week, non-exempt

**Start date:** April 1st

**Reports to:** APACE Board Member(s)

### Description of Organizations

APACEvotes (APACE C3), a 501c3 nonprofit organization, strives to increase access and participation in electoral and civic affairs by registering, educating and protecting APIA voters. <https://apacevotes.org/>

### Job Description

APACEvotes seeks a part-time Operations and Administration Coordinator on a temporary basis who can assist with tasks. The coordinator will be responsible for overseeing the weekly financial and administrative operations of APACEvotes. The Coordinator is specifically responsible for managing organizational compliance, as well as overseeing daily finances, records management, and administrative functions. APACEvotes is currently undergoing reorganization and support is needed on a few limited items in the interim as the organization prepares to hire FT roles.

This role ultimately supports our mission of increasing access and participation in electoral and civic affairs by registering, educating and protecting AAPI voters. We strive to create an active and powerful AAPI community that is well-educated on the issues, informed of the political process, and mobilized to participate in our democracy. The coordinator's hours can be worked at their discretion as long as tasks are done in a timely manner and deadlines are not missed.

### Primary Responsibilities

#### *Organizational Compliance*

- Work closely with program manager to insure proper documentation is gathered for all financial compliance and fiscal sponsor purposes in compliance with all

federal, state, and other legal regulations for APACEvotes

- Work with APACE staff to ensure compliance with all grant terms and limitations.

### *Financial Management*

- Work with 501 Commons to coordinate all aspects of APACE's finances including ap/ar, payroll, benefits, admin with fiscal sponsor and provide other finance functions such as compliance with laws & regulations.
- Support staff in ensuring that their spending remains within budget limitations such as reminding contractors of hours or ensuring salaried staff are working within allowed percentages
- Track expenses against approved budgets and funding agreements.
- Prepare budgets and reports using QuickBooks for monthly Board review, decision-making, annual budget development, grant proposals and other purposes as required.
- Ensure APACE employees, volunteers, interns, and contractors to comply with financial processes including timesheets, reimbursement procedures and W9s.
- Identify and implement operational and cost efficiencies to ensure a sustainable future for APACE's goals, plans and priorities.

### *Records Management*

- Oversee and supervise data management including permissions, organizing, storing, and analyzing for effective operations.
- Develop record keeping systems and produce reports as required.
- Monitor the project management, fundraising and grant applications.
- Provide logistical support for meetings and events including staff and board meeting room bookings.
- Oversee office management, supplier contracts, licenses, insurance policies, leases and other fiduciary and compliance requirements.

### **Qualifications**

- Commitment to APACE's mission of political empowerment.
- Two or more years demonstrated financial and operations experience including proficiency with Excel, cloud data management, accounting systems, CRM, or project management systems.
- Experience in nonprofit settings strongly preferred, particularly experience with nonprofit fiscal sponsorship and fiscal sponsorship transitions
- Knowledge of the differences between 501c3 and 501c4 organizations is preferred.
- Experience with the PDC or other financial compliance reporting is preferred.
- Ability to pass a background check

- Strong written and oral communication skills.

### **Nondiscrimination Policy**

APACE/APACEvotes is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age, national origin, citizenship status, disability, marital status, sexual orientation or veteran status.

### **How to Apply**

Priority deadline is April 1, 2022. However, APACE will accept applications on a rolling basis until the position is filled. Please email a detailed cover letter and resume describing your interest in the organization and position and any questions to: Alisa Lee, APACE Program Manager, [alisa@apace-wa.org](mailto:alisa@apace-wa.org).