**Organization: The Cal and Sac Asian Pacific Chamber(s) of Commerce**

**Title: Grants Finance Compliance Analyst**

**Position: Non-Exempt Position Full Benefits with paid PTO**

**Reports to: Director of Finance**

**Salary Range: Base $50,000 annually with bonus**

POSITION SUMMARY

Under the direction of the Director of Finance, the Grants Finance Compliance Analyst will perform a variety of tasks and oversee projects central to the management of federal and state funded programs operated by the Cal and Sac Asian Pacific Chamber(s) of Commerce.  This position will support the Director of Finance in the budgetary development, financial oversight, and administration of the Chamber(s) grant funded programs and activities. The ideal candidate will be self-motivated, resourceful, detail-oriented, and have strong interpersonal skills and impeccable written and verbal communication skills.

**RESPONSIBILITES**

* Oversee and manage the budgets and all expenditures for San Joaquin Small Business Development Center (SBDC)
* Ensure the compliance of SBDC and other federal programs in accordance with the 2 CFR Part 200
* Manages budgetsfor all federal programs
* Prepares and submits invoicing and reports for federal center directors
* Assists the Director of Finance with financial reporting for federal programs

**MINIMUM QUALIFICATIONS**

* Previous experience as a financial, grants or compliance analyst in a for-profit or non-profit organization
* Experience in budget management
* Experience in managing account receivables and account payables
* Proficient with Microsoft Excel
* Ability to work independently
* Detailed oriented
* Good communicator and team player
* Bachelor’s Degree in Finance or Accounting, or experience in either field

**PREFERRED QUALIFICATIONS**

* Familiarity with GAAP principles and public regulations related to 2 CFR 200
* Experience using QuickBooks
* Other preferred qualifications include experience working and educating business owners on their financials and have worked for programs designed to assist small businesses at the federal, state and local levels, or prior work at a university, college or government entity
* A strong preference will be given to individuals who have previously worked for the SBDC or government-funded small business development program

*The Chamber(s) are proud to be an equal opportunity and affirmative action employer regardless of race, color, gender, age, sexual orientation, gender identity, religious beliefs, marital status, genetic information, national origin, disability or protected veteran status. The Chamber is the largest ethnic chamber in California and offers tremendous opportunity for growth.*

*Please send resume and cover letter with any professional reference letters to Human Resources, Ms. Bianka Melecio is* *bmelecio@calasiancc.org**.*