



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires support staff that has the same passion and commitment as those who provide direct services. We expect our administrative staff to be respectful and flexible and to be driven to achieve their personal and professional goals.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for more than 40 years, and if you're passionate about using your skills and experiences to support our mission, we'd like to meet you.

### Senior Accountant (Full-time, Non-exempt)

**Unit:** Administration  
**Posting Date:** 03/17/2017

**Reports To:** Chief Operations Officer  
**Salary:** \$48,000 – \$56,000 per year DOE

**Positions Available:** 1

**Summary:** Under the supervision of the Chief Operating Officer, the Senior Accountant is responsible for invoicing, collections, financial statement preparation, contract and audit compliance and continual improvement of fiscal operations. Development of work plans and the setting of priorities and expectations will be discussed and agreed upon with the Chief Operations Officer. This is a full-time, non-exempt position.

#### **Duties / Responsibilities:**

- **Process agency billings and requests for funds by:**
  - Preparing and entering monthly cost allocation worksheets;
  - Preparing monthly program billings in accordance with funder requirements; and
  - Preparing funder required fiscal reports such as annual cost reports.
- **Prepare and convey program reporting and recommendations by:**
  - Providing analysis and reporting on program financial performance; and
  - Working with managers and directors to improve outcomes and achieve goals.
- **Prepare agency financials and recommendations by:**
  - Ensuring that all revenue and expenditures have been recorded and posted to the general ledger in a timely and accurate manner;
  - Producing agency financial reports; and
- **Ensure outstanding operations and compliance by:**
  - Following generally acceptable accounting principles, OMB circulars, and other required and/or best practice policies and procedures;
  - Developing an understanding of all legal and regulatory compliance requirements;
  - Contributing to preparation for audits and compliance site visits.
- **Monitor and manage account receivables.**
- **Assist with achieving the goals of the organization by:**
  - Taking on other duties or projects as it benefits the organization or as requested;
  - Finding opportunities to contribute and make an impact in the organization and community beyond the above tasks and activities.
- **Attend relevant meetings, trainings, events and activities.**
- **Perform other related duties as assigned by the Chief Operating Officer.**

Senior Accountant  
*KYCC is an E-Verify Employer.*



#### Minimum Requirements / Qualifications:

- A Bachelors degree in Accounting, Business Administration, Public Administration or related field, with an emphasis in Accounting, from an accredited college or university. Five (5) years of comparable experience may be substituted for the degree;
- A minimum of three (3) years experience in the use and operation of computerized accounting systems. Computer experience must include general ledger, adjusting entries, cash management, and financial reports;
- Bilingual capacity (Korean/English) Required.
- Demonstrable skill in the use of personal computers including, but not limited to, the use of Excel for reporting and calculating;
- Ability to communicate fiscal concepts and instructions to non-fiscal staff;
- Strong commitment in working with a multicultural community;
- Proof of TB test clearance;
- A valid California Driver's License, access to personal transportation, and proof of auto insurance; and
- Proof of eligibility to work in the United States; and
- Physical requirements: Ability to sit for long periods of time, to see to inspect the field and written documents; to communicate with KYCC staff, affiliates, clients and public; to bend and stretch to obtain documents; and dexterity of hands and fingers to operate office equipment.

#### Desired Qualifications:

- Prior accounting and compliance experiences with non-profit organization and fund accounting; and

To apply, please submit a **cover letter and resume**.

[SUBMIT AN APPLICATION](#)