



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, flexible and 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 45 years, and if you are passionate about using your skills and experiences to support our mission, we'd like to meet you.

Accountant (Full-time, Non-exempt)

Unit: Administration

Reports To: Fiscal Manager

Positions Available: 1

Updated: 11/20/2025

Salary: \$31.25- 33.65 hourly DOE, plus BENEFITS

Summary: The Accountant is an administrative position and works under the supervision of the Fiscal Manager. The Accountant is responsible for assisting with invoicing, credit card transaction data entry and reconciliation, weekly bank deposits, general fiscal duties, 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 Fiscal Manager. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. The schedule for this position is Monday – Friday, 9:00 AM – 6:00 PM. Some evenings and weekends may occasionally be required. This role is primarily in-office.

Duties / Responsibilities

- **Manage the processing of a segment of agency billings by:**
 - Preparing monthly program billings and cost reimbursement invoices in accordance with government and funder requirements.
 - Complete funder required fiscal reports, such as year- end cost reports.
 - Preparing and submitting program budget modifications, as needed.
 - Act as a liaison with operations on billing and collections.
 - Proactively contributing to better process documentation and tracking.
- **Prepare program reporting by:**
 - Providing analysis and reporting on program financial performance.
 - Working with managers and directors to improve outcomes and achieve goals.
- **Participate in the preparation of the agency's financials by:**
 - Assisting in ensuring that all revenue and expenditures have been recorded and posted to the general ledger in a timely manner.
 - Assisting in producing agency financial reports.
 - Assisting in providing input and analysis on variances and exceptions.
- **Ensure outstanding operations and compliance by:**
 - Following generally acceptable accounting principles, OMB 2CFR200, government handbooks and manuals, and other required and/ or best practice policies and procedures.
 - Developing an understanding of all contractual and regulatory compliance requirements.
 - Contributing to preparation for audits and compliance site visits.
- **Supporting Account Payable Functions by:**
 - Processing, inputting, and reconciling credit card charges and staff reimbursements into the accounting software.
 - Support other Account Payables activities, as needed.



- **Receiving, preparing, and recording bank deposits by:**
 - Receiving, researching, recording, and reporting on all deposits.
 - Ensuring weekly deposit recording for electronic, scanned, and/or in-bank deposit methods.
 - Communicating with accounting and operations to ensure payments are correctly applied.
 - Verifying and recording cash deposit logs and monthly check receipt logs, as needed.
- **Monitoring and managing accounts receivables associated with billing responsibilities.**
 - Reviewing program account receivables balances on a monthly basis.
 - Working with program managers and funders to correct any problems preventing collection of timely receivables.
- **Proactively take ownership of implementing approved improvements to job function:**
 - 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 Fiscal Manager or Director of Finance.**

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- An AA degree in Accounting OR three (3) years of relevant work experience. Bachelor's degree preferred.
- A minimum of three (3) years' experience in the use and operation of computerized accounting systems. Computer experience must include general ledger, adjusting entries, debits and credits, cash management, and financial reports.
- At least one year's experience working in a non-profit organization. Understanding of non-profit accounting, including experience working with an Accounting software e.g. Blackbaud or Sage.
- Knowledge of ADP Workforce Now system and reports.
- Prioritizing and multitasking among several concurrent projects, while maintaining high quality and efficiency.
- Ability to handle highly confidential information (e.g. personal identifiable information, payroll information, etc.) with discretion.
- Proficient skill in the use of personal computers including, but not limited to, Excel; including use of formulas, pivot tables, lookups, and report development.
- Ability to communicate fiscal protocols to non-fiscal staff.
- Problem-solve challenging accounting situations in collaboration with program staff.
- Ability to make sound accounting decisions within established guidelines.
- Knowledge of applicable laws, codes and regulations, including the Single Audit Act (OMB Circular A-133).
- Ability to work on multiple project with accuracy and efficiency.
- Ability to handle highly confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of services and response to programs.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Proof of eligibility to work in the United States.
- Physical Requirements & Work Environment – This role requires regular talking, listening, and dexterity of hands and fingers to operate office equipment in an air-controlled office with moderate noise. Physical demands include standing, kneeling, stopping, reaching, extended periods of sitting, and occasionally lifting up to 20 pounds.

NOTE: The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check and a TB test after a conditional offer of employment has been extended.

SUBMIT AN APPLICATION