



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

Payroll & AP Accountant (Full-time, Non-exempt)

Unit: Administration

Reports To: Fiscal Manager

Positions Available: 1

Updated: 12/18/2025

Salary: \$31.25- \$36.06 hourly DOE, plus BENEFITS

Summary: Under the supervision of the Fiscal Manager, the Accountant is responsible for: leading KYCC's payroll and benefits processing via ADP WorkForce Now (WFN) and Sage Intacct, processing AP, reconciling the agency's bank accounts, and day to day management of balance sheet accounts. The Accountant will also ensure that prevailing wage reports are filed timely with the appropriate government agencies. The Accountant contributes to program and annual agency audits by providing supporting documentation and analysis, as necessary. 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 the office.

Duties / Responsibilities

- **Process payroll by:**
 - Ensuring that KYCC employees are paid timely by efficiently using ADP WFN and Sage Intacct.
 - Proactively ensuring that payroll reflects time & attendance records, and troubleshooting and resolving incorrect payments.
 - Making certain that taxes are properly calculated and paid by ADP WFN to appropriate government agencies.
 - Affecting transfers from general bank account to payroll account as needed.
 - Recording salary & benefits accruals as necessary.
 - Proactively contributing to better process documentation and tracking.
- **Process benefits, quality control tax & regulatory payments by:**
 - Ensuring that KYCC properly pays and records employer and employee contributions for benefits, including health, dental, life, and retirement.
 - Filing prevailing wage reports to relevant agencies.
 - Troubleshooting any issues with taxes and fees, including SUI, FICA, and Medicare.
 - Ensuring that 1099s are properly prepared and filed annually.
- **Ensure outstanding operations and compliance by:**
 - Following Generally Accepted Accounting Principles (GAAP), OMB 2CFR200, government handbooks and manuals, internal policies and procedures, and other required and/or best practices.
 - Developing an understanding of all contractual and regulatory compliance requirements.
 - Contributing to preparation for audits and compliance site visits.
- **Support AP Functions by:**
 - Processing, inputting, and reconciling credit cards charges and staff reimbursements into Sage Intacct, ADP WFN, and Ramp.
 - Processing bill payments and purchase orders to vendors from the agency, and ensuring that outgoing payments (checks, ACH, wires, etc.) are approved / signed by authorized signors according to agency policies.
 - Supporting other AP activities, as needed.



- **Maintain cash accounts by:**
 - Reconciling bank accounts each month.
 - Monitoring bank accounts for potential fraudulent activity, including verifying AP by checking positive pay every day.
 - Overseeing funds held in bank accounts, and investment accounts.
- **Assist with achieving the goals of the organization by:**
 - Taking on other duties or projects as 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.
 - Attending meetings and trainings.
- **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 A.A. degree in Accounting -OR- three years of relevant work experience. Bachelor's degree preferred.
- A minimum of three 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.
- Proficient skill in the use of personal computers including, but not limited to, the Microsoft Office Suite of software and specifically proficient in Excel; including use of formulas, pivot tables, lookups, and report development.
- At least one year's experience working in a non-profit organization. Understanding of non-profit accounting, to include experience working in an Accounting software e.g. Blackbaud or Sage.
- Knowledge of ADP Workforce Now system and reports.
- Ability to communicate fiscal protocols to non-fiscal staff. Problem-solve challenging program accounting situations in collaboration with the program staff.
- Ability to make sound accounting decisions within established guidelines.
- Knowledge of accounting and auditing practices and principles, including fund accounting.
- Knowledge of applicable laws, codes and regulations, including the Single Audit Act (OMB Circular A-133)
- Able 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 service and response to programs.
- Strong commitment in working with a multicultural community.
- Proof of eligibility to live and 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