



KOREAN AMERICAN FAMILY SERVICES • 한인 가정 상담소

## FINANCE MANAGER (FULL-TIME)

**JOB DESCRIPTION:** Korean American Family Services (KFAM) is a non-profit organization specializing in family violence, mental health, and social services. KFAM is seeking a self-motivated, detail-oriented, and hardworking individual for its Finance Manager position. This is a full-time exempt position. Individual will perform accounting-related duties such as maintaining accounting systems, analyzing and reporting accounting data for management reports and decision-making purposes, budgeting, payroll, preparing for audits and government contract issues, and overseeing development and implementation of financial systems. Additional duties may be added based on organizational need. Individual will report to Executive Director.

### **DUTIES:**

#### General Budget and Accounting

- Payroll processing & timesheet management, bank reconciliations, invoices and billings, A/Ps and A/Rs
- Work closely with accounting firm to create monthly financial statements and supporting schedules.
- Facilitate annual financial statement audit with outside auditors.

#### Program Financial Management

- Ensure compliance in meeting program and financial requirements, insurance coverage, documentation, and proper allocations for personnel and operational expenses
- Monitor program budgets to ensure funds are fully expended in a timely manner
- Complete financial management, invoicing and reporting tasks for all programs
- Work with program staff in monthly reporting and annual budget development
- Prepare for program audits
- Process electronic data interchange billing and reports for government contracts with LA DMH, LA DCFS, DSS and others
- Generate monthly reports for clients and funds expended

Additional duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's degree preferred.
- At least 2 years' experience in accounting or financial management.
- Proficient with Microsoft Office and Quickbooks online
- Experience with government contracts and audits a plus.
- Must be highly organized, able to balance priorities, manage deadlines, and communicate effectively.
- Cultural competency and/or experience working with API community a plus
- Bilingual in an API language a strong plus

**BENEFITS:** DOE. Generous benefits including medical, dental and retirement plans

Please email your resume and cover letter in English to: Katherine Yeom [kyeom@kfamla.org](mailto:kyeom@kfamla.org)

**No Phone calls please. KFAM is an equal opportunity employer**