



BOOKKEEPER

JOB DESCRIPTION: Korean American Family Services (KFAM) is a non-profit organization specializing in family violence, mental health, and social services for Korean and API immigrant families. KFAM is seeking a highly organized, detail-oriented, and hardworking individual for its Bookkeeper. This is a full-time, exempt position. Individual will perform entry-level accounting-related duties. Individual will report to Finance Manager.

DUTIES:

- Timesheet management and bank and credit card reconciliations
- Input and file invoices
- Issue, send out and file A/Ps and A/Rs
- Assist with annual financial statement audit
- Review and generate reports and organize data
- Assist in preparing various agency correspondences to grantors, auditors, banks and vendors
- Organize and file documents in a timely manner
- Additional duties as assigned.

QUALIFICATIONS:

- Bachelor's degree preferred
- Proficient with Microsoft Word, Excel and Quickbooks required
- Must be highly organized, detail-oriented, able to balance priorities, manage deadlines, and communicate effectively.
- Comfortable with computers and navigating online systems
- Korean speaking and/or Bilingual Korean preferred

BENEFITS:

- Salary commensurate with experience. Generous benefits.

Email resume, cover letter with salary history, AND 2-3 references to Katherine Yeom: kyeom@kfamla.org
(no phone calls please)