



Kitsap Immigrant Assistance Center

Recognizing the inherent worth and dignity of all people, KIAC works for the well-being and empowerment of immigrants through education, advocacy and social justice.

FINANCIAL ADMINISTRATOR

The Kitsap Immigrant Assistance Center (KIAC) is seeking a Financial Administrator. This part-time, exempt position requires an experienced, detail-oriented administrator to optimize its financial management procedures. The Financial Administrator will contribute to financial planning for the organization and implement best practices in financial administration. The Financial Administrator reports to the Executive Director and works closely with the Board Treasurer.

Applicants should demonstrate a commitment to KIAC's mission and values of empowerment of and advocacy for immigrants.

Responsibilities and Essential Duties:

- Manages and processes accounts payable and accounts receivable in a timely manner, primarily through QuickBooks or comparable accounting software
- Acts as primary liaison with outside contractor, providing needed information in timely manner for the preparation of monthly payroll and Federal tax deposits and the filing of quarterly Federal and State employment tax returns
- Prepares monthly bank and investment reconciliations, including resolving discrepancies
- Provides Treasurer with monthly financial information including income statements, balance sheets and performance relative to budget
- Works with Executive Director and Treasurer in developing annual budget
- Works with Executive Director and Treasurer in preparation for annual audit
- Ensures that CPA firm has needed information for the annual Form 990
- In conjunction with Development Manager, manages and records donations and grants in the accounting system, ensuring they accurately reflect the source and purpose of the donation or grant.
- In conjunction with Treasurer, makes and records bank deposits in a timely manner
- In conjunction with Executive Director and Program Managers, ensures that accounting entries accurately reflect the purpose/program of the income or expense
- Performs other bookkeeping, accounting and administrative tasks as needed
- Keeps abreast of regulatory requirements and best practices in financial administration
- Attends regular staff meetings.

Required Qualifications

- Demonstrated ability to perform detailed work with accuracy and efficiency
- AA degree in accounting
- 2 years of employment in a position with similar responsibilities
- Demonstrated proficiency with QuickBooks or comparable accounting software, Excel and Word
- Strong written and oral communication skills
- Demonstrated ability to work both independently and collaboratively with staff and volunteers
- Commitment to maintaining confidentiality
- Ability to pass a background check
- Flexible schedule to accommodate predictable “busy times”

Preferred Qualifications

- Lived immigrant experience
- Bilingual English/Spanish
- Accounting BA

Hourly Wage, Hours and Benefits

- Exempt position, up to 20 hours a week with possibility of additional hours in the future
- \$22-\$25 per hour commensurate with experience
- Benefits: generous holiday and personal leave; monthly health stipend

Application Procedure:

- Send cover letter and resume to Sally Tellekson, Executive Director, at sally@kitsapiac.org with Financial Administrator in the subject line
- Three professional references will be required
- Desired start date: April 2021
- Position closes when filled

KIAC is an Equal Opportunity Employer

We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.