

# *Refugee Federation Service Center*

1209 Central Avenue South, Suite 134, Kent WA 98032

## ***Job Announcement***

### **Position: Accountant**

Refugee Federation Service Center (RFSC) is a non-profit, multi-ethnic grass-root organization which was established by refugees for refugees/immigrants in 1982. The mission of the Refugee Federation Service Center is to assist refugees and immigrants in their transition to life in the United States by helping them to become self-sufficient productive members of society while maintaining their cultural and ethnic identity; to serve as a resource for local companies and agencies to foster a greater understanding of the refugee and immigrant communities to adjust their new life in this new culture that would help them to achieve self-supporting and self-reliance

Currently RFSC is seeking for a qualified candidate for the accounting position who has strong desired, commitment and skills to manage the organization financial for the entire range of financial activities of the organization's accounting functions.

### **Duties and responsibilities:**

- Manages the entire range of financial activities of the organization including taxes and accounting functions
- Prepares budgets, financial forecasts and cost analysis in the areas of income, expenses and earning.
- Serves as part of the top management strategic planning team.
- Responsible for all financial information necessary to allocate costs to the appropriate programs in accordance the non-profit accounting principal.
- Perform all of accounting functions that include budgeting, cost accounting, general accounting, accounts receivable, accounts payable, payroll, etc.
- Prepare monthly/quarterly program's expenses for billing purposes
- Prepare necessary financial statement and participate in funder's financial monitoring visits
- Prepare financial information that are required for filing 990 form with the Internal Revenue Services (IRS)
- Maintain the non-profit organization status with the appropriate local/state and federal government.
- Other duties and responsibilities as assigned by the Executive Director

### **Qualifications:**

- Bachelor degree in accounting is preferred
- Experiences in Micro Information Product (MIP) or Quick Book Accounting System for non-profit organization is preferred
- Some experiences in a diverse multi-ethnic environment
- Excellent communication skills
- High level of tolerance and patience

**Salary and Benefits:** 37.5 hours per week @ \$ 32.00 per hour + Excellent fringe benefits.

**Closing Date:** Until filled

**How to apply:** Submit resume and cover letter to:

***Refugee Federation Service Center***

1209 Central Avenue South, Suite 134, Kent, WA 98032

Attention: Ngy Hul,

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