



Cham Refugees Community was established in 1982 by former refugees from Vietnam and Cambodia, who identified themselves as Cham ethnicity. As a refugee and immigrant led organization, CRC understands the challenges that come with resettlement. CRC promotes social and economic growth among members of its community by providing an array of social services.

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## **Fiscal Specialist/Bookkeeper**

### **POSITION DESCRIPTION:**

The Fiscal Specialist performs a variety of complex fiscal duties in support of the administrative functions of the agency. The Fiscal Specialist applies principles of financial management to perform such functions as payroll, personnel procedures, budget maintenance, and other types of fiscal operations; review, develop, and maintain accurate records; maintain electronic and paper files; and other duties as assigned.

### **KEY RESPONSIBILITIES:**

- Review budget statements and reconcile budget statements with supporting documentation
- Resolve reconciliation problems and maintain record keeping for all transactions to ensure compliance with departmental, agency policies, grant requirements, rules, and regulations
- Reconcile budgets and prepare expenditure transfers as necessary
- Notify the appropriate management persons of actual over or under budgeted expenditures
- Research and justify fiscal requests
- Provide fiscal guidance to agency staff
- Create and maintain policies and procedures for the agency, modify, and recommend improvements in fiscal record keeping
- Provide back-up for Purchasing
- Process invoice and payments
- Process check request and create checks
- Process semi-monthly payroll
- Other duties as assigned

### **EDUCATION AND EXPERIENCE:**

- Associate's degree in Accounting or related field, and 2 years' professional experience in non-profit accounting and/or employment/vocational training field, or an equivalent combination of education and experience
- Be able to work with accuracy
- Prior experience working in non-profit working with refugee and immigrant clients
- Demonstrated computer skills including knowledge of Excel, word processing and email programs

### **PREFERRED EXPERIENCE:**

- Knowledge of non-profit accounting
- Knowledge of QuickBooks online and RUN ADP payroll
- Experience interacting with all levels of management/staff across organization lines
- Experience presenting to different audiences verbally and in writing

**Cham Refugees Community is an Equal Opportunity Employer.**

- Experience working with detailed information and presenting in a way that is easily understood by individuals at different levels within the organization
- Ability to multi-task

**Position Reports to:** Senior Program Manager

**POSITION STATUS:**

Part-time 24 hours per week

**POSITION RATE:**

Hourly; \$20

If interested and would like to apply for this position, please submit your **cover letter** and **resume** to [admin@chamrefugeescommunity.org](mailto:admin@chamrefugeescommunity.org) .

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POSITION IS OPEN UNTIL FILLED