



Kentucky Refugee Ministries, Louisville Accounts Payable Specialist (full-time)

Summary

Primary duties of the Accounts Payable Specialist include the processing of accounts payable to agency vendors; the reconciliation of agency costs with grants; processing vouchers for agency client assistance (e.g., checks for rent and cash assistance, bus passes, food cards); purchasing agency supplies; monitoring and processing allocable expenses under agency grant budgets and contracts; assisting with the reconciling of agency credit card bills and other accounts; assisting in the tracking of online and check donations; and providing general bookkeeping and administrative support to the KRM Accounting Manager.

The Accounts Payable Specialist must be detail- and compliance-oriented to accurately allocate expenses across the agency's wide range of grants and other income streams. The Accounts Payable Specialist will handle transactions and support staff from all three KRM offices (Louisville, Lexington and Covington).

KRM uses QuickBooks accounting software. Accurate and fast data entry skills are required, along with strong organizational skills. An ability to multi-task, respond to staff requests in a timely manner, and work in a collaborative team environment are essential.

The Accounts Payable Specialist will work under the supervision of the Accounting Manager. Job duties will take place during normal business hours.

Qualifications

- Previous Accounts Payable experience required
- College degree preferred
- Strong computer skills, including confident proficiency in MS Excel and accounting software (must be able to use QuickBooks)
- Attention to detail
- Ability to work in a team environment and respond to multiple requests
- Commitment to offering cooperative support to refugee case management staff
- High integrity and ethics

Work Arrangements

Currently, KRM staff are required to work in-office two days per week on a staggered schedule to limit staff presence while maintaining daily operations. Pending a continued reduction in community COVID-exposure risk and increase in vaccination rates, KRM's staff requirement for in-office work may increase.

Agency Profile

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service (CWS), one of nine national voluntary agencies authorized to resettle refugees legally admitted to the United States through the State Department's Refugee Admissions Program. KRM's Lexington sub-office was founded in 1998; a Northern Kentucky office in Covington opened in November 2021. KRM assists refugees, Afghan evacuees, Cuban Entrants, and individuals from various countries who have been approved for asylum or are applying for asylum.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for refugee youth and elders, victims of crime, and the arts. KRM also offers citizenship classes for immigrants preparing to apply for U.S. citizenship. KRM office has an immigration legal services office, including five attorneys, who provide services to immigrants of all statuses. KRM staff do not engage in any religious messaging in connection to delivery of services.

Salary and Benefits

This is a full-time position, 40 hours per week. Compensation is commensurate with experience and background. Benefits: Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days.

To Apply

Interested applicants should reply with a résumé and cover letter by Tuesday, December 14th, to—

John Koehlinger
Executive Director
Kentucky Refugee Ministries
969-B Cherokee Road
Louisville, KY 40204
Email: jkoehlinger@kyrm.org

Only applicants selected for an interview will be contacted.