



Accounting Specialist (full-time) Louisville

Kentucky Refugee Ministries (KRM) seeks an Accounting Specialist to assist in tracking and reporting \$28 million in annual income and expense for KRM's Louisville, Lexington and Covington offices. The position is based in Louisville and reports to the KRM Accounting Manager, Senior Program Leader and Executive Director. The Accounting Specialist position will expand KRM's main office finance department to six full-time staff members.

Agency income derives primarily from federal grants KRM receives as a sub-recipient from the Kentucky Office for Refugees (KOR) and Church World Service (CWS). Other federal, state, municipal and foundational grants, charitable donations, and fee-for-service immigration legal services and language services offices round out agency funding. All total, KRM has over 50 separate income streams, most of which are invoiced on a reimbursement basis.

Essential Duties and Responsibilities

Accounts Payable. In coordination with other finance staff, the Accounting Specialist will process accounts payable, which is primarily direct client assistance—monthly monthly maintenance support, payments of utility bills, petty cash, bus passes/tickets, food cards and other miscellaneous assistance. Accounts payable work may also include payments to agency vendors and contractors. The Accounting Specialist must be able to efficiently process and create large batches of check and ACH payments.

Reconciliations. The Accounting Specialist will periodically reconcile expenses in agency accounting system with other ledgers maintained in program and client databases with agency bank accounts and credit card statements.

Allocation of Expense. The Accounting Specialist will assist in allocating agency personnel and indirect expenses across individual grant budgets in accord with federal cost allocation principles.

Reimbursement Requests. The Accounting Specialist will assist the Accounting Manager in preparing monthly/quarterly reimbursement requests to grantors. Reimbursement requests will be formatted using grantor templates and will include supporting profit and loss statements and other required documentation.

Budget Preparation, Tracking and Compliance. The Accounting Specialist will assist management staff in the preparation of grant and agency budgets; in verifying that individual personnel, indirect and clients expenses are allocable under individual grant budgets; and in tracking variances of budgeted versus actual expense.

Donations Tracking. The Accounting Specialist will work with Donations and Volunteer Coordinators at each KRM office to ensure an accurate recording of all in-kind donations (e.g., furniture, household items and school supplies for clients; and volunteer hours) and inventory. KRM also receives around \$1 million a year in financial donations via check and online. The Accounting Specialist will assist Development staff in tracking and reconciling records of monetary donations.

Fee for Service. KRM's immigration legal services offices in Louisville and Lexington and our language Services office in Louisville invoice for and collect client/customer fees. The Accounting Specialist will reconcile and manage fee income for the legal and language services offices to ensure accurate recording in the agency's financial system.

Banking. The Accounting Specialist will reconcile bank statements, carry-out remote and in-person bank deposits, stop payments, process ACH payments, upload positive pay check registers and assist with other banking transactions.

Audit and Compliance. The Accounting Specialist will take a lead role in supporting the Accounting Manager in preparing and submitting financial records for our annual independent audit and other financial monitorings conducted by grantors.

Records Retention. For audit and compliance purposes, the Accounting Specialist must be well-organized and maintain clear, complete and accessible financial records, in both digital and hard-copy.

Purchasing. The Accounting Specialist will assist in purchasing agency office supplies and equipment and accounts/paperwork related to purchasing.

Required Skills

- Ability to use, or learn to use, QuickBooks efficiently
- Fast and accurate data entry
- Good computer skills including formula-based Excel spreadsheets
- Good interpersonal and communication skills to interact with client services and program management staff
- Ability to work in a fast-paced, collaborative environment
- Identification with KRM's mission to serve refugees and immigrants

Position Requirements

- Minimum of Bachelor's degree in accounting, finance or business administration; or Bachelor's degree in another field plus demonstrated professional accounting experience
- At least four years' full-time professional accounting experience in a large or mid-size business or organization
- Timely and courteous responsiveness to staff inquiries and requests
- Ability to work regular, 5-day, 40-hour-a-week office hours to maintain accessibility to staff

Agency Profile

Founded in 1990 as a nonprofit agency in Louisville, with suboffices in Lexington (opened in 1998) and Covington (2021), KRM is a local affiliate of Church World Service (CWS). CWS is authorized to provide resettlement services to refugees admitted to the United States through the State Department's Refugee Admissions Program. In addition to refugees, KRM serves Afghan, Ukrainian parolees, Cuban entrants, and individuals from various countries who have been approved for, or are applying for, asylum.

KRM secures housing and medical care for refugees and immigrants and provides them with comprehensive case management including employment services, ESL and cultural orientation; specialized programs for youth, elders, victims of crime; and performing arts programming. KRM also offers classes for immigrants preparing to apply for U.S. citizenship. KRM's immigration legal services offices provide services to immigrants of all statuses. KRM staff do not engage in any religious messaging in connection to delivery of client services.

Work Arrangements and Location

- KRM staff are currently required to work at least two days a week in the office. Remaining hours can be worked remotely. Immediate time-sensitive service requirements or a change in policy may require more than 40% in-office work.
- All KRM staff must provide proof of vaccination against COVID-19

Compensation and Benefits

- Non-exempt position, 40 hours per week, with a pay rate range of \$26.00 - \$28.00 per hour, depending on experience
- Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days; employee assistance program (EAP)

To Apply

Interested applicants should email a cover letter and résumé by Friday, January 13th, 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.