



Staff Accountant (full-time) Louisville

Kentucky Refugee Ministries (KRM) seeks a Staff Accountant to assist in reporting over \$35 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 Staff Accountant position will expand KRM's main office finance and operations 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 foundation 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 Staff Accountant will process accounts payable, including direct client assistance (monthly maintenance support, payments of utility bills, petty cash, bus passes/tickets, food cards and other miscellaneous assistance) and payments to agency vendors and contractors.

Reconciliations. The Staff Accountant will reconcile expenses in accounting system and other ledgers maintained in program databases with agency bank accounts and credit card statements.

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

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

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

Financial Donations & Inventory Tracking. The Staff Accountant will work with Development staff to record monetary donations; and donations coordinators at all three KRM offices to record inventory.

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 Staff Accountant will reconcile fee income for the legal and language services offices to ensure accurate recording in the agency's financial system.

Banking. The Staff Accountant 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 Staff Accountant 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.

Required Skills

- Ability to use, or learn to use, QuickBooks efficiently
- Fast and accurate data entry
- Good computer and IT skills including formula-based Excel spreadsheets
- Good interpersonal and communication skills to interact with client services 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 professional accounting experience
- At least four years' full-time professional accounting experience in a large or mid-size business or organization
- Ability to work regular 5-day-a-week schedule 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 and Haitian 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

- KRM staff are required to work at least three days a week in person. Remaining hours can be worked remotely. Immediate time-sensitive service requirements or a change in policy may require more than 60% in-office work.
- All KRM staff must provide proof of vaccination against COVID-19

Compensation and Benefits

- Exempt position. Annual salary range of \$60,000 - \$64,000, depending on experience
- Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days; employee assistance program (EAP)
- 401(k) retirement benefit including a 5% employer match after one year of service

To Apply

Interested applicants should email a cover letter and résumé by Friday, July 21st 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.