



The Cambodian Family Community Center

A Multi-Ethnic Human Services Agency Promoting Social Health

1626 East 4th Street, Santa Ana, CA 92701 (714) 571-1966

www.cambodianfamily.org

Founded in 1980, **The Cambodian Family (TCF) Community Center** is a community-based, multi-cultural, non-profit organization, located in Santa Ana, California. Our mission is to provide refugee and immigrant families with the opportunities to develop the knowledge, skills, and desire for creating better health and well-being in their lives. We accomplish this by providing programs and services in three main areas: (1) community health and mental health; (2) youth program; and (3) civic engagement, immigration, and advocacy.

Title: **Fund Accountant** **FLSA:** Non-Exempt, 32 to 40 hours/week (Full-Time)

Reports to: Executive Director

Pay Range or Rate & Benefits: \$32-\$34 per hour - plus excellent benefits package (medical, dental, vision, 403b retirement matching plan, paid time off such as vacation and sick)

Job Location: In-Person in Santa Ana, California (No Remote Work)

Summary

A fund accountant is needed to assist the Executive Director in the areas of accounting, budgeting, finance, administrative, and general operations. Candidate will ideally have experience in a complex nonprofit that has multiple programs and funding sources. Under the supervision of the Executive Director, the fund accountant will work closely with the Finance Associate to support TCF's monthly financial close and handle A/R billings and A/P duties. This position will carry out data entry into QuickBooks, manage the financial transactions and records of the nonprofit organization, ensuring accuracy and compliance with legal and organizational standards. This role is essential for maintaining the economic health and integrity of the organization, supporting the Executive Director in financial decision-making, and ensuring that all financial operations are transparent and efficient.

Essential Functions

1. Financial Record Keeping & Transactions

- Maintain accurate and up-to-date financial records, including accounts payable (A/P), accounts receivable (A/R), and general ledger entries. Follow up on A/P and A/R with relevant stakeholders.
- Record financial transactions such as payroll reports in desktop and/or online QuickBooks
- Ensure all financial transactions are recorded accurately in the accounting system based on funding source (class)
- Prepare journal entries to accurately record financial transactions
- Utilize double-entry bookkeeping principles to maintain accurate records

2. Bank Reconciliation

- Reconcile bank statements and other financial records monthly
- Reconciles all credit card activities and coordinates with cardholders for timely processing
- Investigate and resolve discrepancies promptly
- Conduct periodic reconciliations of all accounts to ensure their accuracy

3. Budget Management

- Assist Executive Director in the preparation and monitoring of the annual operating budget
- Provide monthly budget reports to the Executive Director
- Assist Executive Director and Finance Associate with budgeting and forecasting processes

4. Reporting

- Prepare monthly, quarterly, and annual financial statements and reports
- Assist Executive Director and Finance Associate in the preparation of budget and budget justifications for grant applications and financial reports and supporting documents and compliance for funders.

5. Payroll

- Work with Finance Associate in processing payroll in a timely and accurate manner
- Maintain payroll records and ensure compliance with relevant laws and regulations

6. Compliance and Auditing

- Assist the external accounting service provider and Executive Director in preparing financial schedules for the annual audit process
- Ensure compliance with federal, state, and local financial regulations and reporting requirements
- Coordinate and prepare for audits; work with Executive Director and Finance Associate to provide necessary documentation and explanations
- Assumes responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies
- Stay updated on financial concepts, regulations, and best practices

7. Grants and Fund Management

- Work with Finance Associate in tracking and reporting on grant funding and expenditures
- Work with Finance Associate in allocating expenses and payroll to various funding accounts
- Work with Finance Associate in preparing and submitting grant reimbursement invoices to funders
- Work with Finance Associate in ensuring proper allocation of funds according to grant requirements

8. Accounts Payable and Receivable

- Work with Finance Associate in managing invoicing, payments, and receipts
- Coordinate all communications of office resources, vendors, technology, and supplies and ensure best deals and reduced costs for the organization and ensure purchase orders from staff are completed and signed correctly
- Follow up on outstanding invoices and ensure timely collection of receivables
- Collaborate with other departments' directors/managers to gather receipts and necessary financial information
- Check and prepare daily deposits

9. Financial Advice and Strategy

- Provide financial insights and advice to support Executive Director with strategic decision-making.
- Assist the Executive Director in developing financial strategies and plans

10. Administrative Support

- Assist with administrative tasks related to financial management as needed.
- Support other staff members with financial information and training where necessary
- Attend meetings/trainings relevant to strengthening the role with TCF
- Assist in preparing newly-hired employees' forms/paperwork, terminated employees' forms/paperwork, and other changes in staff employment forms
- Assist Executive Director in all filing needs and travel arrangements
- Perform other duties assigned by Executive Director/Supervisor

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Must have at least an Associate's or Bachelor's degree in Accounting, Finance, or a related field
- Must have 2 - 3 years of experience in nonprofit accounting
- Must be proficient in accounting software, QuickBooks. Advanced level Excel skills required – experience importing large quantities of data into Excel to support regular reporting versus project plans/budgets
- Must be able to translate finance, forecasting and technical concepts to — and to effectively collaborate with — programmatic, fundraising and other colleagues who do not necessarily have similarly strong quantitative backgrounds.
- Bilingual in English/Khmer (Cambodian) preferred (not required)
- Passionate about advancing equity and working with communities of color with greatest need
- Cultural awareness and ability to navigate and promote sensitivity with issues of race and equity and knowledge of racial equity and racial justice in the context of public health
- Good communication and excellent writing skills
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders

and cultures

- Excellent attention to detail
- Must have the ability to work independently and in a team; ability to supervise a few staff members
- Be self-motivated, self-directed, quick to learn, flexible, and creative
- Have high comfort level working in a diverse environment, particularly with the immigrant communities
- Excellent relationship-building, communication, and organizational skills; strong written and interpersonal skills
- Ability to effectively represents the agency, our mission, and our programs to the outside world
- Verification of employment eligibility, driving record, and background check required.
- Must have a successful record in setting priorities; keen analytic, organization and problem solving skills which support and enable meaningful data interpretation (versus simple reporting) and sound decision making
- Must have personal qualities of integrity, credibility, accountability, and dedication to the mission of TCF
- Must maintain professional behavior, dress, and appearance at all times
- Drive personal car for work-related purposes (mileage to be reimbursed); maintains driving record and car insurance in accordance with organization's policies and provides related records periodically
- Must be able to work weekends and evenings upon request.

Non-Essential Qualifications - Knowledge, Skills and Abilities

- G Suite (Google Sheets), Canva, Zoom, and Adobe Suite preferred.

Supervisory Responsibilities: Yes. Supervise 1-2 staff.

Environmental Conditions (Working Conditions)

- Exposed to typical office environment conditions and noise levels.
- Exposed to mentally demanding situations (including but not limited to: emergency situations, accidents, and stress)

Physical Requirements

- Sit for extended periods of time at a computer station or work desk. Stand and walk throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 50 pounds occasionally.

Mental Requirements

Must be able to handle any/all of the following: constant distractions, interruptions, emergency situations, accidents, and uncontrollable changes in priorities/work schedules. Must be able to process information, think, and analyze situations in short periods of time. Must be able to comprehend and follow instructions, maintain work pace appropriate to given workload, and relate to other people beyond giving and receiving instructions.

Applicants invited for an interview will be required to complete TCF Employment Application, which will be sent by e-mail to the applicant and submitted to TCF prior to the interview date.

Disclaimer

This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

TO APPLY: Please submit your most updated resume to jobs@cambodianfamily.org

The Cambodian Family is an Equal Opportunity Employer. Women and Minorities are encouraged to apply.

I have read this job description entitled **Fund Accountant** and fully understand the requirements, responsibilities, and expectations set forth therein. I attest that, if I am hired, I am able to perform the essential job functions as outlined with or without any reasonable accommodations. I further understand that this job description does not constitute an employment contract with The Cambodian Family.

Applicant Name

Applicant Signature

Date