

TITLE: Accountant
REPORTS TO: Comptroller
JOB STATUS: Full-time, Non-exempt



About Us

Chinese Mutual Aid Association (CMAA) is a fast-paced, community-based, 501(c)(3) nonprofit organization, dedicated to fostering the integration of the low-income, Pan-Asian immigrant and refugee community into the United States. Established in 1981, CMAA has been a cornerstone of the Uptown community, providing programming for generations of low-income youth, adults, and senior citizens. We offer direct services, including afterschool & youth mentorship programming, job training & placement, elder care services, and social services such as citizenship & housing services.

Job Description

Chinese Mutual Aid Association (CMAA) is seeking a highly knowledgeable and detail-oriented nonprofit bookkeeper to handle the day-to-day accounting functions of our organization. The candidate will work closely with the rest of the finance team to ensure the financial integrity and maintenance of our books, and will primarily be responsible for tracking day-to-day transactions. Qualified candidates should have nonprofit-specific accounting experience, excellent candidates should be familiar with nonprofit grant vouchering, indirect expense allocation, and nonprofit budgeting.

Essential Functions & Responsibilities

- Tracking day-to-day expenses/revenue including accounts payable and receivable, petty cash, and check deposits in accordance with GAAP.
- Process and pay invoices and correctly categorize and file them by grant or program
- Help the finance team process and prepare quarterly financial reports, e.g. budget v actual, program-specific reports, etc.
- Coordinate with the finance team to prepare for program-specific and year-end audits.
- Support the finance team in preparing the annual budget, allocating indirect costs, and creating vouchers for state and federal grants.
- Performs other duties as assigned by the Comptroller.

Qualifications

- Accounting degree or 3-5 years relevant work experience.
- Experience with nonprofit auditing and preparing for program or agency-wide audits.
- Experience using third party QuickBooks tools for importing/exporting large numbers of transactions.

Minimum Qualification

- Advanced proficiency in QuickBooks, particularly using multi-fund accounting to differentiate, track, and create reports for separate programs/grants.
- Nonprofit bookkeeping experience, entering day-to-day transactions, tracking petty cash, creating invoices, paying bills, etc.
- Strong Excel skills, including pivot tables, lookups, linked sheets, and formatting for reporting.
- Ability to work as part of a small team as well as work independently.
- Strong math and analytical skills.
- Extreme attention to detail, specifically in regards to transaction details and proper filing.

To Apply: Please email a resume and cover letter to HR Coordinator, Madeleine Azcueta, madeleinea@chinesemutualaid.org. Please include the word 'Accountant' in the subject line of your email

Chinese Mutual Aid Association (CMAA) is an Equal Opportunity Employer.