



Southeast Asian Development Center

Southeast Asian Development Center Bookkeeper

Are you looking to give back while applying your bookkeeping skills with an organization that fosters a healthy, thriving, and self-sufficient Southeast Asian American community? Southeast Asian Development Center (SEADC) seeks a **Bookkeeper** to provide integral day-to-day support to SEADC's finance and administration departments.

As our **Bookkeeper**, you will ensure timely and accurate pay and disbursement to employees, vendors, as well as accounting transactions and reporting. You will work closely with the Executive Director, CPA, and Directors on all department goals and projects.

About Us:

Founded in 1978, the Southeast Asian Development Center, formerly Vietnamese Youth Development Center (VYDC) is a nonprofit organization dedicated to lifting children, youth and families from Cambodia, Laos, and Vietnam out of poverty. Our services are structured around providing low-income and vulnerable Southeast Asian Americans with basic needs and skills critical to building successful futures. We provide jobs, academic support, language service, health, and wellness, promote cultural resiliency and social guidance. Learn more about us at: <https://seadcenter.org>

We require all employees to be fully COVID vaccinated with the card to show proof of vaccination. Fingerprinting and TB background check is also required

Compensation and Great Benefits!

- **Hourly wage range:** \$29/hour - \$31/hour (DOE)
- **Benefits include:** Full coverage of medical, dental, vision, AD&D, commuter benefits; 12 paid holidays, 15 paid vacation days and 10 paid sick days per year

Responsibilities:

Accounts Payable/Receivable Administration

- Receives and processes invoices, check requests, requests for reimbursement to ensure all organizational obligations are disbursed accurately
- Codes data and records journal entries for input to financial systems according to company's procedures
- Prepares check runs and ACH transactions for approval and transmission
- Reviews outstanding checks; makes sure checks have cleared the bank, stops payment and voids in bank system as necessary and reissue if needed
- Prepares balance sheet account reconciliations
- Prepares and processes 1099s
- Corresponds with vendors and resolves invoice discrepancies
- Keeps and maintains all files on independent contractors and vendors
- Completes and submits funder invoices, billing and required supporting financial documentation
- Corresponds with program grant/budget officer regarding contract and invoicing
- Collaborates with other team members to ensure invoices for donations and services are processed and recorded accurately
- Deposits: reviews Cash Receipts Log, and deposits via Check Scanner and in Bank, Daily Cash Receipts Listing; enters deposits and donations to accounting system
- Performs monthly, quarterly, and annual closes, including bank and credit card reconciliations and shared cost allocations, meeting close out report schedule deadlines with support of external Consultant
- Assists in tracking and reporting restricted income and spending against grants

Payroll and Benefits

- Collects and inputs payroll data into Payroll System; runs semi-monthly payroll; communicates with supervisor to ensure timely submission of completed approved timecards
- Runs payroll reports for management review
- Responds to employee questions regarding payroll
- On-boards new employees into Payroll System; calculates final checks for terminating employees
- Prepares insurance schedules
- Assists with HR projects; runs and tracks PTO

Budget, Financial Reporting, Audit, and Other Responsibilities

- Assists with developing annual budget and inputting it into QuickBooks
- Produces reports to include, but not limited to, general ledger and balance sheets
- Provides department financial reports to department directors and managers
- Works with external consultant; prepares board financial report and note to the board finance committee
- Provides fiscal updates and information for board, staff, and funders
- Supports annual audit; prepares audit schedules, documentation, and information to external auditors and funders during all phases of audit
- Coordinates share office supply orders
- Attends staff meetings, retreats, and professional development trainings
- Maintains confidentiality as required by law and standard practice

Qualifications:

- A passion for SEADC mission
- Experience in non-profit and fund bookkeeping is a plus, but not required
- A minimum of 3 years' experience in bookkeeping and basic accounting is required
- Competency with QuickBooks is preferred
- Intermediate to advanced skills in Excel is required
- Experience with double entry accounting and business computer applications
- Excellent attention to detail and effective time management required
- Strong organizational, written/oral communication skills; excellent interpersonal skills
- Ability to maintain financial accuracy and confidentiality
- Ability to interact in an appropriate manner with diverse groups of individuals, clients, corporate and foundation representatives, government officials, and the media
- Ability to work independently
- Excellent problem-solving skills strongly preferred
- Ability to plan and act strategically

To Apply:

Please send your resume to: Careers@seadcenter.org; please put "Bookkeeper" in the subject line.

We are an Equal Opportunity Employer and committed to embracing diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, disability, HIV/AIDS or veteran status.