



## **JOB OPPORTUNITY**

**Job Title:** Assisted Living Staff Accountant/Full Charge Bookkeeper  
**Reports To:** Supportive Housing Director (main) and Director of Finance (dotted line)  
**Job Location:** Seattle, WA  
**Hours/Schedule:** 40 hour per work week, Exempted

## **JOB DESCRIPTION**

The position resides inside a newly constructed assisted living and adult family home environment working day-to-day with the Supportive Housing Director. Most job duties (75%) in the small facility is direct accounting related with other office management duties (25%) in order to keep operations running smoothly. There is a dotted line report to the Director of Finance for accounting compliance, regularity, systems, and audits requirement.

## **ABOUT KIN ON**

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honors, supports, and advocates for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services.

Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program. In addressing the unmet needs of the community, Kin On is soon to complete a major capital expansion to include an Assisted Living Facility and Adult Family Home.

## **RESPONSIBILITIES**

- **Accounting**
  - A/P, A/R, and Billing
  - Journal entries and monthly & yearly closing
  - Accrual, fixed asset, and depreciation schedules
  - Reconciliation of records
  - Monthly and yearend P & L, financial reports, and statement generation
  - Prepare for yearend audit
- **Payroll**
  - Perform bi-weekly payroll by working with Supportive Housing Director in collecting timecards, insurance enrollments, and other additions and deductions for employees.
- **Office Management**
  - Supplies purchases, inventory count, phone answering, and greeting rotation.

## **MINIMUM QUALIFICATIONS**

- AA degree in Accounting.
- 3-5 years of full accounting cycle and rhythm of business (ROB) experience.
- Nursing Home, Assisted Living or senior care facilities experience with a good degree of Medicare, Medicaid, and other insurance billing knowledge preferred.
- Proficiency in computer programs such as Microsoft Office Suite a must. Knowledge and proficiency in other IT related applied technology a plus.
- Point Click Care (PCC) software experience/knowledge preferred, will train.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work independently and in a team.
- Have excellent customer service skills.
- Ability to work under pressure.
- Ability to work with constant interruptions.
- Ability to function as a team leader in sharing responsibility for the provision of resident services in cooperation with all other members of the team.
- Must be able to communicate clearly both verbally and in writing.
- Must be able to read/write/speak English.
- Ability to speak Chinese and/or other Asian languages a plus.

### **WORK ENVIRONMENT**

The role resides primarily inside a temperature controlled facility with occasional outside travel as need arises. Frequent full range of motion used such as standing, sitting, walking, lifting (10-25lbs), manual dexterity, computer use, and exposure to common risks & conditions found in healthcare facilities such as blood, bodily fluids, IV equipment, various machines & monitoring devices, and wheelchairs.

**TO APPLY:** Please send resume to Hiring Manager via [Careers@kinon.org](mailto:Careers@kinon.org). Only qualified individuals being considered will be contacted for an interview.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.