JOB OPPORTUNITY
Job Title: Accounting Supervisor
Reports To: Finance Director
Job Location: Seattle, WA
Hours/Schedule: Full-time, Exempt
  Hybrid – up to 1 day/week remote work
  Flexible schedule, 8-hour target workday with core team hours between 10am-4pm

ABOUT KIN ON
Kin On is a non-profit organization rooted in the Asian community for more than 35 years. Kin On’s mission is to honor and support elders and families by offering culturally Asian and linguistically appropriate healthy living services. Kin On is an age friendly campus which includes 6 lines of business: Rehab & Care Center, Supportive Housing, Home Care, Social Services, Healthy Living and Development.

JOB DESCRIPTION
This position is responsible for overseeing the daily operations of the accounting and finance department and developing staff. It is to assist the Finance Director to assist in company financial planning and budget management functions; monitor and analyze monthly operating results against budget; design, establish, and maintain a concrete internal control system; ensure compliance with local, state, and federal financial reporting requirements; prepare financial analysis to facilitate management decision-making and report to the Finance Director.

ROLE AND RESPONSIBILITIES:
• Lead a team in the finance and accounting department towards the common organizational goals with a single commitment to fulfilling the company mission
• Maintain a system of internal control in order to establish an effective and efficient operation, to ensure compliance with applicable rules, laws and regulations, to minimize errors and fraud, as well as to produce reliable financial and operational reports for senior leadership and the Board of Directors
• Be a team leader, foster collaboration, supervise and train other accounting staff in all areas, including but not limited to census/admissions, AP/1099s, AR, payroll processing, cash reconciliation, investments, intercompany eliminations, fixed assets, cost amortization, and month-end accruals. Develop desktop manual of the the above processes as well as terannual cost report process
• Ensure census/admissions, payroll, A/P, and insurance coverage / premium changes are processed timely and are free from error
• Maintain accounts, ledgers, and reporting system, ensuring compliance with appropriate GAAP standards and regulatory/funder requirements
• Prepare accurate and timely reporting of general ledger, 1099s, government compliance reporting, etc., including but not limited to the following activities:
  o Financial reporting and analysis, including monthly consolidation and variance analysis
  o Forecasting and planning
  o Accrual accounting
  o Fixed assets and depreciation timelines
  o Intercompany transfers, allocations, and eliminations
  o GL administration and reporting improvements
  o Financial and government reporting, compliance and reconciliation/reimbursements
• Be the point person with outside vendors on revenue recognition, billing/collections, cost reporting, timekeeping, payroll, financial systems, etc.
• Lead process improvement initiatives and identify and implement improvements in efficiency & effectiveness.
• Work with the human resources manager to ensure that Finance HR processes and procedures are consistent with Kin On’s corporate HR processes
• Support Kin On’s mission, vision, strategy and core values
• Collaborate with the 6 lines of businesses to deliver on Kin On goals/objectives and scorecard
• Assist in working with our key stakeholders: customers, government, suppliers, Board, staff, community, competitors, volunteers, partners, donors
• Meet business and Kin On metric targets
• Performs other duties as assigned

MINIMUM QUALIFICATIONS:
• Bachelor degree in accounting
• Two years of accounting leadership experience is preferred
• Four years of accounting experience required, with preference for experience in financial consolidation, variance analysis, and reporting
• Experience with PCC or MIP financial systems and Paychex or Attendance on Demand (AOD) is a plus
• Experience in the health care industry or non-profits is a plus
• Knowledge of long-term care billing preferred
• Bilingual in Chinese preferred, but not required
• Candidate must be authorized to work in the United States

KNOWLEDGE, SKILLS AND ABILITIES:
• Strong knowledge of full-cycle accounting processes and practices for healthcare and non-profits, and/or willingness to acquire industry-specific knowledge quickly
• Demonstrated experience with identifying and implementing process improvements
• Team player with demonstrated ability to build credibility and confidence with a wide variety of employees and leaders as a trusted advisor and confidant. Ability to build effective working relationships and to influence individuals at all levels of the organization
• Compassionate coach willing to invest in the success and development of accounting staff.
• Positive demeanor, encourages self and others to embrace change, champions work that is in the best interest of Kin On; willing to help out wherever and whenever needed; High level of professionalism, and ability to balance urgency and decisiveness with patience and compassion.
• Excellent interpersonal and communications skills, characterized by presence, respect for others, good listening skills, clear verbal, written and thinking skills, an open mind and the ability to think on his/her feet
• Strong project management skills, effective organizational skills, business acumen, including strong problem-solving skills, critical thinking and analysis with high attention to detail
• Ability to work collaboratively and independently with a focus on completing tasks within a timely manner
• Ability to work within a diverse workforce

WORKING ENVIRONMENT:
This role interacts with a community-based organization. Work is performed within a normal office environment.

COMPENSATION AND BENEFITS:
• Pay: $75,000.00/year - $90,000.00/year
• Medical/Dental/Vision insurance plans
• Life insurance
• Flexible Spending Accounts
• 403(b) retirement plan and employer-contributed SEP (One-year employment eligible)
• 7 days paid holidays are included in paid vacations
• Paid vacations: 2.62 hours for every 40 hours worked
• Paid sick leave: 1.24 hours for every 40 hours worked
• Discounts on meals
• Free parking
HOW TO APPLY:
Please apply through the Kin On online application and candidate portal on the Kin On careers page. Only qualified individuals will be contacted for an interview.

Kin On is An Equal Opportunity Employer. Kin On prohibits discrimination and harassment against any employee or applicant for employment because of race, color, age, religion, sex, national origin, sexual identity or expression, sexual orientation, disability, veteran, military or marital status, genetic information or any other protected status.