



Accounting Coordinator

Full-Time, Non-exempt Position

MISSION

Kheir's mission is to increase and provide access to culturally and linguistically-sensitive quality primary healthcare and human services support to the underserved and uninsured residents of Southern California.

ASSIGNMENT SUMMARY

The Accounting coordinator will support the daily operations of Kheir Clinic's accounting department, focusing primarily on accounts payable, purchasing, and other accounting tasks in accordance with standard accounting principles. This role involves verifying the accuracy of financial data, assisting with administrative duties, and ensuring proper financial documentation. Under the supervision of the Accounting Manager, the Accounting coordinator will help maintain organized accounting processes and ensure compliance with company policies. As this position involves handling sensitive payroll and personal information, a high level of trustworthiness and confidentiality is essential.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting, Business or related field is a plus but not required.
- Proficiency in Microsoft Office and Excel.
- Familiarity with accounting software (Sage Intacct) is a plus but not required.
- Follow up on assignments, show initiative, be self-motivated, and have a strong work ethic. Willingness to learn and comply with financial regulations.
- Possess strong time management skills, including deadline prioritization of multiple projects with real-time timelines for assignments.
- Is committed to producing accurate and high-quality work.
- Can be trusted to handle extremely confidential and sensitive information.
- Professionalism in dealing with sensitive and confidential issues.
- Must have reliable transportation.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Process and review invoices, ensuring accuracy, proper documentation, and compliance with organizational policies and grant requirements.
- Code and enter invoices into the accounting system, ensuring correct allocation to expense accounts, departments, and funding sources.

- Prepare and process check payments, ACH transfers, and electronic payments in a timely manner.
- Reconcile vendor statements and address any discrepancies or payment issues.
- Maintain and update vendor records, including W-9 forms and 1099 reporting requirements.
- Respond to vendor inquiries and maintain positive relationships with suppliers.
- Assist in preparing financial reports related to accounts payable as needed.
- Process purchase requests, ensuring proper approvals and adherence to budgetary guidelines.
- Research and evaluate vendors to secure the best pricing, quality, and service for the organization.
- Maintain accurate purchasing records, including purchase orders, receipts, and contract agreements.
- Monitor inventory levels and coordinate orders for office supplies, equipment, and other necessary materials.
- Collaborate with department managers to ensure purchasing aligns with program needs and funding restrictions.
- Assist in developing and implementing procurement policies and procedures to enhance efficiency and cost control.
- Record incoming Check & Cash payments
- Other duties as assigned

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a company provided computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. The position requires occasional travel to attend on- and off-site meetings.

Kheir Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Kheir Clinic complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Kheir Clinic will consider for employment all qualified Applicants, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Please note that this job description is subject to change to meet the needs of Kheir Clinic.