



MEKONG COMMUNITY CENTER, INC.

A NON-PROFIT ORGANIZATION

HỘI QUÁN CỬU LONG

2670 S White Rd, Ste. 200, San Jose, CA 95148 • Tel (408) 937-1553 • Fax (408) 516-0053

mekongcommunity.org

Accounting & Finance Specialist

Mekong Community Center

Department: Finance

Location: San Jose, CA

Employment Type: Full-Time 40 hours/week hybrid (on site min 3 days per week)

Report to: Director of Operations

Rate: \$35-\$40 per hour DOE

About Mekong Community Center

Mekong Community Center (MCC) is committed to providing culturally responsive mental health, wellness, and social services to underserved communities in Santa Clara County. We are seeking a detail-oriented, proactive **Accounting & Finance Specialist** to support daily accounting operations, financial reporting, grant invoicing, and agency-wide fiscal management.

This role is ideal for someone who thrives in a mission-driven environment and enjoys a wide variety of accounting, payroll, finance, and administrative duties.

★ Position Summary

The **Accounting & Finance Specialist** is responsible for managing the organization's full accounting cycle, including accounts payable, accounts receivable, payroll processing, benefits administration, monthly reconciliations, financial audits, and grant billing. This position also supports financial analysis, risk management tasks, and assists the Director of Operations and Clinical Services with reporting needs.

■ Key Responsibilities

■ Accounts Payable (AP)

- Process operating and reimbursement checks through EWB Operating & Banking accounts.
 - Disburse payments for vendor invoices, government fees, and taxes not processed via ACH or online methods.
 - Process employee reimbursement requests (mileage, outreach expenses, licensing fees, etc.).
 - Compile and reimburse flex support requests for Program Managers and FSP Staff.
 - File credit card receipts by expense type (supplies, maintenance, software, fixed assets, etc.).
-

Payroll & Retirement Benefits

(Process via QuickBooks, ACH through EWB)

- Update employee payroll records for month-end.
 - Collect timesheets from hourly and 1099 workers (MDs, contractors, Wellness staff).
 - Prepare biweekly payroll and reimbursement entries for direct deposit.
 - Submit bi-weekly payroll to QuickBooks.
 - Maintain quarterly payroll tax tracking spreadsheets and reconcile with QBO.
 - Monitor 401(k) compliance, update census data, and notify employees of eligibility.
 - Reconcile payroll liabilities, contributions, and remittances.
-

Accounts Receivable (AR)

- Transmit remittance files to the Billing Department.
 - Generate invoices with required documentation using PCNX and internal templates.
 - Prepare and submit invoices for grants and cash receipts.
 - Track interest income from Certificates of Deposit (CDs).
 - Follow up with the County of Santa Clara on overdue invoices.
-

Monthly Accounting Cycle

- Post monthly AP, AR, ACH, payroll, taxes, and 401(k) transactions in QBO.
 - Perform monthly bank reconciliations for all accounts.
 - Verify postings to the general ledger and correct coding errors.
 - Prepare accrual entries and month-end adjustments.
-

Monthly & Quarterly Reporting

- Generate monthly income statements and financial performance reports.
 - Analyze budget vs. actuals.
 - Monitor MFO progress.
-

Annual Financial Audit

- Prepare AP, AR, payroll, fixed asset, and general ledger reports for external CPA firm.
 - Request audit confirmations from the County and banking institutions.
 - Calculate annual fixed asset depreciation and prepare depreciation schedules.
 - Complete audit questionnaires, Fraud Risk Inquiry forms, and IDRs.
-

Finance & Grant Management

- Communicate with the County regarding financial needs, reporting, and MFO contract amendments.
 - Attend BHCA Finance Committee meetings.
 - Maintain year-to-date receipts, adjustments, and billing documentation.
 - Support data extraction from EHR and Power BI for fiscal reports.
 - Monitor banking activity for fraud or duplicate charges.
 - Create MFO and contract amendment proposals.
 - Assist with grant writing and application preparation.
-

Risk Management *(supporting Director of Operations)*

- Manage insurance policy renewals and administration (GL, WC, Cyber, Professional, Medical/Dental).
 - Calculate payroll and asset data for insurance underwriting requests.
 - Support Business Property Statement (Form 571-L) filings.
-

Administrative Duties

- Sort incoming mail and distribute to case managers.
 - Respond to DSS mail inquiries.
-

Required Meetings

- Weekly Management/Leadership meetings
 - Monthly BHCA Finance Committee meetings
 - Annual Board of Directors meeting
 - County Executive Committee (as needed)
 - Subcommittee and County Board meetings when relevant
-

Qualifications

Required:

- B.S./B.A. degree in Finance or equivalent (MBA is preferred)
- 3–5 years of accounting experience (nonprofit experience preferred not required) will train on process
- Strong proficiency with QuickBooks Online, Excel and Microsoft 365
- Understanding of GAAP principles
- Experience with payroll and benefits administration
- Strong organizational, interpersonal skills and multitasking skills

Preferred:

- Experience with billing systems such as Availity, WinSCP, PCNX
 - Familiarity with County of Santa Clara Behavioral Health contracts
 - Experience with financial audits and grant invoicing
 - Experience with Power Bi
-

 **Compensation & Benefits**

- Competitive salary (DOE) \$35-\$40 per hour
 - Medical, dental, and vision insurance
 - 401(K) retirement plan with employer matching
 - Paid vacation, holidays, and sick leave
-

Please send resume and cover letter to : Kim@mekongcommunity.org