



Job Announcement

Position title: Accounting Associate

Reports to: CFO

Classification: Full-time, Non-exempt

Supervises others: No

Salary: \$16.59 - \$24.89 per hour

Location: 95825 - Sacramento, CA

About us: Opening Doors, Inc., envisions a world in which migrants and refugees lead lives of joy and belonging, embraced by welcoming communities. Our mission is to enrich communities by supporting immigrants, refugees, and survivors of trafficking on their path towards stability, self-sufficiency and belonging.

Opening Doors is guided by our organizational values:

- Rising Together: We are in this together and depend on each other.
- Honoring Dignity: We recognize and honor everyone's strength and inherent dignity.
- Embracing Courage: We do the right thing, even when the path is uncertain.
- Seeking Joy: We take time to be together, celebrating our diverse cultures and recognizing our victories.

Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

Ideal candidate: The ideal candidate is organized, proactive, detail and solution-oriented, and be proficient at managing multiple timelines and coordinating with multiple departments.

They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

Responsibilities: The essential duties and responsibilities of this position include the following:

- Manage daily accounts payable e-mail
- Review all invoices for appropriate documentation prior to processing
- Communicate with Operation Manager, Accounting Manager and Chief Financial Officer regarding monthly payable invoices, processing of invoices, and payment.
- Review and process check requests and code to appropriate programs and grants
- Print checks and prepare for signature

- Use QuickBooks class, customer jobs, and GL account fields appropriately
- Prepare and review for accuracy all account statements, reports, and other records relating to organizational expenditures
- Extract general ledger information of client's expense report for program managers
- Identify and reconcile report discrepancies
- Maintain electronic and hard copy filing systems
- Assist employees, vendors, clients, and/or customers by answering questions related to accounts, procedures, and services as applicable
- Assist Chief Financial Officer with annual and program audits
- Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

Required Qualifications: The requirements listed below are representative of the knowledge, skills and/or abilities required.

- Demonstrated experience with accrual basis accounting, accounts payable, general ledger, and account reconciling.
- Ability to effectively present information and respond to questions from various internal sources.
- High level of attention to detail and demonstrated ability to adhere to organizational policies and procedures.
- Familiarity with clerical, administrative, accounting or operational office support.
- Possession of a valid driver's license and vehicle insurance.

Preferred Qualifications: The requirements listed below are not required but are desired.

- Knowledge and experience with GAAP, non-profit and/or governmental accounting.
- Demonstrated experience coding to multiple cost centers.
- Proficiently in using QuickBooks software.
- Ability to write reports, business correspondence, and process memos.

Physical requirements and work environment: The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the **Accounting Associate** position. Reasonable accommodation can be made to enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate. **How to apply:** Candidates should email a **resume and cover letter** to humanresources@openingdoorsinc.org. Include "Accounting Associate" – [Your name]" in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.