

## Burma Refugee Family Network

**Position Title:** Accountant  
**Reports to:** Program Manager/Executive Director  
**Classification:** Independent Contractor  
**Salary Range:** Negotiable  
**Start Date:** As soon as possible

### Agency Description:

Burma Refugee Family Network (BRFN) is a community-based 501(c)(3) nonprofit organization, established by immigrants and refugees from Burma in 2008, and incorporated and obtained tax exempt status in 2010, to assist refugees of all ethnic groups from Burma resettling in the wider San Francisco Bay Area. BRFN provides and advocates for culturally and linguistically appropriate social support services, such as language training, social welfare, education, physical and mental health care, employment, housing, and cultural bridging and preservation. BRFN works in collaboration and partnership with other community organizations in order for the refugees from Burma to achieve self-sufficiency and civic engagement in the community. Current active programs are the Social Adjustment Services under three different collaborations namely the Targeted Assisted Project, VESL for LEP Refugees, and Refugee Social Adjustment Services, and the Micro-enterprise Project. Funding sources are mainly from Alameda County Social Services Agency and Office of Refugee Resettlement. You can visit our website at <http://www.BRFN.org>.

**Position Description:** The Accountant is responsible for various accounting and financial matters of BRFN and its various programs. The Accountant will report to the Executive Director/Program Manager, and work closely with Board members. In addition, s/he will work with staff to ensure smooth accounting operation across the organization. The Accountant will consolidate accounts, conduct internal financial audits, manage, prepare and review tax documentations and filing, and create financial statements for reporting. S/he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

### Essential Duties & Responsibilities:

- Meticulously track and provide accountability for operational budgets in consideration of fulfilling various reporting requirements from funding sources.
- Manage closing, preparing and reviewing account reconciliations, assisting staff in resolving complex accounting issues, and ensuring accuracy.
- Provide consultation and any relevant assistance to Executive Director with bookkeeping.
- Review necessary tax filing document requests from payroll processing vendor.
- Prepare monthly and annual financial statements and various reporting to management, federal, state, and local government funders, and foundations if any, including comparison to budget, billing analysis, project accounting, cash flow statements, and various ad-hoc reports.
- Maintain chart of accounts, allocation tables and program codes.
- Work on internal audits, tax planning and preparation and assist in preparation and review of various schedules for external audits and tax returns.
- Work closely with program managers and staff to ensure maintenance of appropriate internal controls and smooth financial processes and procedures.

- Participate in developing policies and procedures regarding financial operations.
- Remain up to date on GAAP and state and federal laws regarding nonprofit operations.

**Requirements, Qualifications, Skills & Abilities:**

- A Bachelor's degree in accounting, finance or business required; Master's Degree in Business Administration and/or CPA desired.
- At least one year experience as Accountant or equivalent. Preferably experienced in a nonprofit organization with multiple complex programs with subcontractors.
- Significant experience in or knowledge of nonprofit accounting in accordance with U.S. Generally Accepted Accounting Principles, OMB Circulars A-133, A-110 and A-122, and appropriate Code of Federal Regulations sections.
- Solid understanding of fund accounting and revenue recognition with respect to grants, contributions, and various types of revenue
- Preferably experience in governmental funding including Alameda County Social Services Agency and other similar government departments.
- Excellent computer skills, including advanced skills in Excel, and accounting software
- Ability to maintain a high level of confidentiality and a professional demeanor
- Problem solving: identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Responsiveness: responds promptly to organizational and subcontractors' needs and solicits feedback to improve service.
- Oral and written communication: speaks clearly and persuasively, demonstrates group presentation skills. Completes written correspondence skillfully and professionally.
- Planning/organizing: prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Adaptability: adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability: is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Must be a dynamic self-starter with demonstrated ability to work independently on special projects.

**Special Requirements:**

- A secured personal computer and cell phone with reliable service and, if applicable, a data plan to use for business purposes.
- Preferably Quickbooks ProAdvisor Certified.

**How to Apply:**

Please send a cover letter and current resume to [burmarefugeefamilynetwork@gmail.com](mailto:burmarefugeefamilynetwork@gmail.com) (include desired fee range).

"Accountant" in the subject header of your email). No Phone Calls Please.