IMMEDIATE OPENING - ACCOUNTANT
SOUTH ASIAN NETWORK, ARTESIA, CA
Position Type: Part-Time or Full-Time, Non-Exempt | Pay: DOE

About SAN:
The South Asian Network (SAN) is a 33-year old grassroots, community-based, nonprofit organization dedicated to advancing the health, well-being, and civil rights of South Asians living in Southern California. SAN is the only South Asian organization of its kind that provides outreach, direct services, and advocacy in three key areas: health and well-being, civic engagement, and violence prevention and intervention. SAN embraces the diversity of South Asians as strength and builds unity among immigrants and communities of color in order to advance a shared progressive agenda for Southern California. The SAN team is composed of highly dedicated and diverse individuals who are passionate about issues such as social justice and empowerment.

About the Accountant Role:
Reports To: Executive Director & Deputy Director
Type: Part-Time (25 - 40 hours/week), Non-Exempt - Flexible work scheduling
Salary/Wages: $60,000/yr - pay is negotiable subject to experience; paid leave, and opportunity to contribute to the organization’s 403b retirement plan.

Position Responsibilities:
The Accountant oversees all financial aspects of SAN, including general accounting systems, grant reporting, grant allocation, and maintenance of all fiscal controls and standards. They are also responsible for the preparation and management of budgets, in collaboration with the Executive Director and Deputy Director. The Accountant serves as the initial contact with financial institutions, oversees employee benefit administration, and provides accurate and timely financial information to the Executive Director, members of the Board of Directors, and auditors.

The accountant’s primary responsibility will be to process day to day financial transactions, prepare checks, process accounts payable, receivable, biweekly payroll & reconcile credit card and bank statements and produce monthly reports (cash flow, balance sheet and P&L), support leadership in preparing and monitoring all SAN budgets. The accountant will also be responsible for processing payroll and updating financial policies and procedures to ensure that they are in compliance with current grants. The accountant will work closely with staff to ensure staff are allocating their time appropriately amongst the different grants, ensuring that all expenses are properly billed to the appropriate grants, and also assisting with grant audits and the annual organizational audit. The accountant will also liaise with funder accountants to ensure invoicing, financial reporting, and budgets are being properly executed. Proficiency in QuickBooks & Excel is a requirement for this job. A BS degree in Accounting/Finance is highly preferred.
- Process day to day financial transactions
- Process accounts payable, receivable, biweekly payroll
- Reconcile credit card and bank statements and produce monthly reports (cash flow, balance sheet & P&L)
- Monitor all monthly budgets and work with staff to ensure time is being billed correctly
- Updated financial policies/procedures
- Maintaining SAN’s compliance with state and federal policies (sick, medical leave, etc)
- Liaise with funder accountants to ensure our compliance in awarded grants
- Create grant budgets for grant applications
- Fulfill requirements of funder financial audits
- Processing Payroll
- Track income and expenses by program,
- Pay bills, make bank deposits, and process credit card payments,
- Record accounts payable, accounts receivable and cash receipts,
- Reconcile bank statements,
- Post adjustments to the general ledger,
- Help with year-end financial audits and tax preparation, and
- Send donor acknowledgments

Internal Controls
- Implement continuous financial audit and control systems to monitor the flow of funds, the adherence to the budget, expenditures, income, and other budgetary items
- Regularly prepare and present financial statements and analysis of agency financial status to the Executive Director, Finance Committee, and Board of Directors
- Create & remit quarterly and annual tax reports
- Prepare & submit grant reports on a quarterly basis
- Create monthly financial reports for Board & Executive Director

HR
- Run bi-weekly payroll and oversee all employee benefits administration
- HR duties including onboarding of new employees and records retention

Required Qualifications:
- A BS degree in Accounting or Finance is highly preferred.
- Proficiency in Quickbooks and Excel

Physical Requirements:
In a four to eight-hour workday, the employee must be able to bend and crouch occasionally, sit continuously and stand or walk frequently.
To apply, please email a cover letter, resume, and writing sample to: saninfo@southasiannetwork.org.

Application deadline: Open until filled

The South Asian Network is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.