



ACCOUNTANT SOUTH ASIAN NETWORK, ARTESIA, CA

Position Type: Part-Time, Non-Exempt | Pay: \$30-35/hour @ 25 hours/week

About SAN:

The South Asian Network (SAN) is a 36-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 the key areas of health and well-being, civic engagement, mental health, violence prevention and intervention, small business support, and youth and senior engagement. SAN embraces the diversity of South Asians as strength and builds unity among immigrants and communities of color in Southern California.

About the Accountant Role:

Reports To: Executive Director & Deputy Director

Type: Part-Time (25 hours/week), Non-Exempt - in office

Salary/Wages: \$30-35/hour; PTO & Sick, & opportunity to contribute 403b retirement plan.

Position Responsibilities:

The Accountant oversees the financial operations of South Asian Network (SAN), ensuring strong fiscal management, compliance with grant and regulatory requirements, and accurate financial reporting. This role is responsible for day-to-day accounting functions, grant financial management, budgeting, payroll processing, and maintaining internal financial controls. The Accountant works closely with the Executive Director and Deputy Director to support organizational financial planning and sustainability, and serves as the primary point of contact for financial institutions, auditors, and funders on financial matters.

Key Responsibilities

General Accounting & Financial Management:

- Manage day-to-day financial transactions, including maintaining accurate and up-to-date financial records
- Maintain and monitor the general ledger, including posting adjustments and tracking income and expenses by program and grant
- Process financial transactions including deposits, bill payments, and credit card activity
- Reconcile bank and credit card statements on a monthly basis

Accounts Payable, Receivable & Payroll:

- Process accounts payable and receivable, including vendor payments and incoming funds
- Manage biweekly payroll, ensuring accuracy and compliance with organizational policies
- Process retirement payments

Grant Financial Management:

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- Develop grant budgets for proposals in collaboration Executive & Deputy Director
- Track and allocate expenses across grants to ensure compliance with funding requirements
- Prepare and submit financial reports to funders in a timely and accurate manner - monthly, quarterly, yearly, etc as needed
- Liaise with funder representatives regarding budgets, invoicing, and financial reporting
- Ensure all grant-related financial activities align with contractual requirements

Financial Reporting:

- Prepare monthly financial reports, including cash flow statements, balance sheets, and profit & loss statements
- Produce financial reports for the Executive Director, Finance Committee, and Board of Directors
- Support quarterly and annual financial reporting requirements for funders and stakeholders

Audits & Tax Preparation:

- Coordinate and support annual organizational audits and grant-specific audits
- Prepare financial documentation required for audits and tax filings
- Assist with year-end financial closing and reporting processes

Budgeting & Financial Planning:

- Support the development and management of organizational and program budgets in collaboration with leadership
- Monitor budgets on a monthly basis to ensure alignment with grant requirements and organizational goals
- Assist staff in allocating time and expenses appropriately across multiple funding sources

Compliance & Internal Controls:

- Maintain and update financial policies and procedures to ensure compliance with federal, state, and grant requirements
- Implement and monitor internal control systems to safeguard organizational assets
- Ensure compliance with applicable labor and financial regulations

Administrative & Cross-Functional Support:

- Support employee benefits administration related to payroll and financial systems
- Maintain financial records and documentation in accordance with organizational policies
- Provide financial support across departments as needed

Required Qualifications:



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- Bachelor's degree in Accounting, Finance, or a related field (preferred)
- Minimum of 2–4 years of accounting or nonprofit financial management experience
- Strong knowledge of nonprofit accounting practices and grant management
- Proficiency in **QuickBooks** and **Microsoft Excel** required
- Experience with payroll processing and financial reporting
- Strong attention to detail and organizational skills
- Ability to manage multiple funding streams and deadlines
- Excellent communication and collaboration skills

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.