

Position Title: Accountant

Reports to: Manager, Development & Volunteer Engagement

Hours: Full Time (40 hours/week)

Classification: Salaried / Exempt

Maitri is a non-profit agency in the San Francisco Bay Area that provides culturally responsive services to survivors of domestic violence and abuse. Maitri whose primary focus is serving the South Asian community, is looking for a motivated and collaborative team player to join the team as an Accountant holding responsibilities that include book keeping, creating and maintaining financial records, and administrative activities of the organization.

Responsibilities

- Record cash inflows, pay bills, and monitor accounts payable/receivable using QuickBooks & banking software
- Manage staff and consultant reimbursements
- Perform monthly cash and bank reconciliations for all organizational accounts
- Process credit card transactions and maintain records
- Analyze and ensure costs are accurately charged to each program
- Investigate and resolve financial data inconsistencies
- Assist with annual budget and mid-year projections and maintain budgets with funds expended by each program
- Provide cross-agency support for all accounting and financial requirements.
- Prepare and maintain county, state, and federal financial reports required for grant reporting
- Maintain and manage timely statutory compliances and Insurance requirements
- Manage tax related documentations and filings (Welfare Exemptions, Business filing, Sales Tax, 1099s etc.)
- Generate financial reports as needed by staff and Board
- Work with auditors (as and when required) to ensure that financial reports and annual audits are accurate and completed in a timely manner
- Manage office operations activities
- Make recommendations and maintain best practices for accounting and operational processes
- Maintain all financial, tax, and operations records and files

Required Qualifications:

- Bachelor's degree in Accounting or Finance with sound knowledge of GAAP
- Experience in nonprofit accounting and use of accounting software
- Exceptional attention to detail, organization, and time management
- Ability to maintain a high level of accuracy in preparing documents and managing information
- Ability to interpret and communicate financial information
- Ability to work independently and be flexible and a collaborative team player; to manage multiple tasks and prioritize
- High level of integrity and analytical skills
- Must be authorized to work in USA with a valid driver's license

The following qualifications will be a plus:

- Demonstrated ability to adapt, keep pace with, and manage shifting needs of staff and projects
- Proficient in Microsoft Office specifically MS Excel and MS Word
- Excellent written and verbal communication skills and strong interpersonal skills
- Passion for and commitment to Maitri's mission
- Working knowledge of a South Asian language/ culture

Please email cover letter and resume to jobs@maitri.org with subject line "**Accountant**". Please be prepared to provide at least two references. No phone calls please.

Maitri is an Equal Opportunity Employer.

We may be unable to respond to each email based on the volume of applications received.