



JOB DESCRIPTION | **Accounting Coordinator**

Position Title	Accounting Coordinator
Reports To	Executive Director
Status	Part-time with potential to become Full Time
Location	Preferably Bay Area, California; remote
Apply	https://bit.ly/JoinMaristan
Mission	Grounded in Islamic traditions, Maristan aims to lead professional clinical care, education, and research in advancing holistic, mental and spiritual wellness.
Vision	Maristan strives to revive the Islamic legacy of research and education that informs holistic healing and provides culturally and spiritually congruent, professional, accessible, and affordable mental health care for all.
Position Description	<p>The Accounting Coordinator is responsible for overseeing the financial health and operations of an organization, including budgeting, financial reporting, and investment decisions. Duties and responsibilities include analyzing financial data, advising on financial strategies, and ensuring compliance with relevant regulations.</p> <p>Accounting Coordinator is responsible for paying taxes on behalf of the Executive Director and/or Treasurer when needed. When it comes to fundraising, accountants help keep track of the money generated through fundraising events so that it can be accurately reported in quarterly budgets. The Accounting Coordinator is also expected to support ED and board treasurer with designing and maintaining a budget and work with other departments as needed. The Accounting Coordinator is responsible for expenditure and will approve expenses according to the organization's guidelines. In addition, the</p>



	Accounting Coordinator is expected to support streamlining processes, develop SOPs, and develop policies.
Duties and Responsibilities	<ul style="list-style-type: none"> • Manage finances on day to day basis • Be available to approve and release funds for expenses, invoices. • Track incoming funds and expenditures of grants • Support Executive Director in monitoring and tracking funds for contracts. • Ensure timely and accurate recording of financial transactions in alignment with the monthly close calendar. Collaborate with teams to review financial entries, follow up on outstanding items, and ensure proper recognition of restricted Zakat revenue and usage. • Review financials to assess performance, strengths and challenges, and monitor for any budget deficits resulting from insufficient revenue or overspending. • Support different departments in processing invoices and reimbursements • Process and upkeep registrations for State and Federal 501c3 status • Assist with Audits as required • File annual State and Federal tax return • Work with operations manager and executive director to develop and track against annual budgets • Coordinate with HR on payroll distribution expenses and accounting treatment • Manage and own banking relationships • Develop policies and SOPs to streamline processes regarding processing invoices, reimbursements, expenditures, etc. • Attend weekly and monthly meetings • Support special projects and respond to ad-hoc requests from leadership and program teams as needed •
Knowledge,	<ul style="list-style-type: none"> • <u>Technical Knowledge:</u>



Skills, and Abilities	<ul style="list-style-type: none">○ A minimum of a B.S. degree in accounting, finance or any related field,○ Preferred 4 years experience in financial in non-profit setting○ Experience in Operations/HR payroll and booking payroll entries○ Knowledge with Quickbooks and Gusto.
Commitments	<ul style="list-style-type: none">● This is a part-time remote position with potential to become full time.● Candidates must have reliable access to a computer, internet, and phone.● Flexible workplace● Remote work though occasion in-person meetings, retreats, seminars, and events will require attendance.
Application Form	<ul style="list-style-type: none">● Please complete this Application form.● We apologize in advance for being unable to respond to all applications; only candidates who meet requirements and are selected by the Search Committee will be contacted for an interview.