



Job Title: Accountant (Part-Time)

Location: Fresno, CA

Classification: Non-Exempt

Compensation: Part-Time (Hourly)

Start Date: August 3, 2026

Job Summary

Reporting directly to the Executive Director, the Part-Time Accountant will oversee the organization's day-to-day financial operations, ensuring accurate financial reporting, fiscal accountability, and compliance with nonprofit accounting standards and grant requirements.

This position is responsible for maintaining financial records, supporting payroll processing, preparing budgets and financial reports, monitoring grant expenditures, reconciling accounts, and assisting with annual audits. The Accountant will collaborate closely with the Executive Director, program leadership, and external accounting partners to support sound financial management across the organization.

The ideal candidate possesses strong accounting knowledge, exceptional attention to detail, and experience working in a nonprofit or grant-funded environment.

Key Responsibilities

1. Financial Management

- Maintain accurate financial records in accordance with Generally Accepted Accounting Principles (GAAP).
- Manage accounts payable and accounts receivable.
- Perform monthly bank, credit card, and account reconciliations.
- Prepare monthly financial statements, balance sheets, income statements, and cash flow reports.
- Monitor organizational cash flow and assist with financial forecasting.

2. Budget Development & Financial Reporting

- Assist in developing annual organizational and program budgets.
- Monitor expenditures across multiple grants and funding sources.

- Prepare financial reports for the Executive Director, Board of Directors, and funding agencies.
- Track restricted and unrestricted funds and ensure proper allocation of expenses.
- Assist leadership with budget projections and financial planning.

3. Payroll & Compliance

- Process or support bi-weekly payroll and maintain payroll records.
- Ensure payroll taxes, employee deductions, and benefits are processed accurately.
- Maintain compliance with federal, state, and local payroll regulations.
- Support employee reimbursement processing and financial documentation.
- Maintain financial records required for audits and grant compliance.

4. Grant & Audit Support

- Track grant expenditures and assist with financial reporting requirements.
- Prepare supporting documentation for grant reimbursements and reporting.
- Assist with annual financial audits and tax preparation.
- Coordinate with the organization's CPA, auditors, payroll providers, and financial institutions.

5. Collaboration & Operational Support

- Work collaboratively with program directors to monitor program budgets and expenditures.
- Recommend improvements to financial procedures and internal controls.
- Maintain confidentiality of all financial and personnel information.
- Support additional accounting and administrative projects as assigned.

Qualifications

- Strong understanding of accounting principles and financial reporting.
- Experience preparing budgets and monitoring organizational finances.
- Knowledge of payroll processing and financial compliance.
- Strong analytical, organizational, and problem-solving skills.
- Excellent attention to detail and accuracy.
- Ability to work independently while managing multiple priorities.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Excel and Google Workspace.
- Experience using QuickBooks Online or similar accounting software preferred.
- Experience with nonprofit accounting and grant management is highly desirable.
- Bilingual English/Spanish preferred.

Education and Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred.
- **Minimum of three (3) years of professional accounting experience.**
- Experience with nonprofit accounting, grant-funded organizations, or governmental accounting preferred.
- Experience supporting payroll, budgeting, and financial reporting strongly preferred.

Physical Abilities

- Ability to function effectively in an office environment.
- Ability to sit for extended periods while using a computer.
- Ability to occasionally lift up to 25 pounds.
- Ability to organize and maintain financial records and files.

Mission Alignment

- Demonstrate commitment to UWLF's mission of empowering underserved students and families.
- Maintain the highest level of integrity, professionalism, and confidentiality.
- Foster collaboration, accountability, and continuous improvement.
- Support organizational growth through sound financial stewardship.

Licenses and Certificates

- Valid California Driver's License preferred.
- Must be legally authorized to work in the United States.

Work Location

United We Lead Foundation

3302 N. Blackstone Avenue, Suite 221
Fresno, CA 93726

This is an **in-person position**. The Accountant is expected to work from the UWLF office and collaborate closely with the Executive Director and leadership team.

Compensation: Hourly Position (Part-Time)

Compensation Scale: **\$25.00–\$30.00 per hour**, depending on experience.

Salary Review

Employee compensation may be reviewed periodically as part of the organization's performance evaluation process. Any wage adjustments will be based on employee performance, organizational priorities, and available funding. Hourly rate increases are not guaranteed.