Accounting Manager- Project Kinship
JOB ANNOUNCEMENT

TITLE Accounting Manager
FLSA STATUS Exempt
PAY CLASS Full-Time
REPORTS TO Director of Operations- Project Kinship
LOCATION Santa Ana, California

Job Summary Project Kinship is seeking a self-motivated professional with a solid background in nonprofit accounting who work with our growing organization.

Essential Functions/Responsibilities
• Manage all day-to-day accounting process as well as all month-end close procedures including AR, AP, bank reconciliation and posting Journal entries for Project Kinship
• Prepare and distribute monthly and/or quarterly financial reports for Project Kinship
• Coordinate annual budget process for all programs and prepare annual budgets for all programs
• Create and maintain an expenditure tracking system that incorporates data from multiple sources to: record day to day financial transactions and generate monthly expenditure reports on Funder’s required template.
• Preview purchase requests to ensure costs are allowable, fiscally responsible, 3 bid approved, and aligned with the approved budget; leadership will use this analysis to approve/decline expenditures.
• Prepare check requests, mileage reimbursements, and purchase order invoices using Fiscal Agent’s forms.
• Process bi-weekly payroll and benefit expenditures.
• Review and record all credit/debit card transactions.
• Create and maintain inventory logs for Flex Fund spending, Support Service items, and other program-related assets that are required to be reported on in Funder updates.
• Reconcile account activity statements, paid invoices, and expenditure reports on a monthly basis.
• Communicate with leadership to ensure program budget, invoices, and communication loops are all in good standing; report any red flags in a timely manner so that they can be proactively addressed.
• Work with leadership and Funder to prepare budget modifications as necessary.
• Serve as a fiscal liaison between the Funder, Fiscal Agent, and program leadership.
• Develop protocols for checks and balances, asset monitoring, and to over/underspending alerts.
• Provide staff training on invoicing, reimbursement, and purchase approval processes and protocols.
• Maintain expenditure forms and records, ensuring all files are up to date, organized, and secured.
• Adhere to invoice Policy and Procedure Manual and communication processes.
Will have a broad understanding of Proposition 47, priorities are to provide mental health services, substance use disorder treatment and diversion programs for individuals in the criminal justice system; provide housing-related assistance, case management, peer support, recovery services, life skills, job skills training and civil legal services.

- Participate in trainings, perform assign duties, and submit timecards/leave requests according to deadlines.
- Commit to the agency’s Mission, Vision, and Values; represent actions that define the overall philosophy and objectives of the agency.
- And other duties as assigned.

**Education/Experience Requirements**  Minimum requirements include:

- Associate’s degree in business administration, accounting, or related field with a minimum of three years of experience working in accounting, invoice management, and/or financial record keeping.
- Excellent in using Quickbooks and MS Excel to create databases, accounting formulas, forecasts and reports.
- Experience building and maintaining databases of expenditure tracking, invoicing, and reporting data.
- Experience working with an Accountant/Controller; understanding of accounting principles and procedures.
- Experience working with program leadership to translate complex financial processes into layman’s terms.
- Large-scale county grant management and audit experience preferred.
- Must complete a Live Scan Background Check.
- Attention to detail, strong organization and communication skills, and solid record-keeping are a must.
- Ability to successfully work on a range of assignments and prioritize evolving tasks.
- Demonstrate initiative, flexibility, and the ability to thrive in a fast-paced, deadline driven environment.
- Ability to maintain a time efficient process of gathering/incorporating feedback from many authority sources.
- Consistently produce high-quality, accurate, and user-friendly reports, updates, and presentations.

**Compensation**  Commensurate with experience, education, and market ($62,400 – $72,800 per year)

**Benefits**

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- Part-time employees (29 hours per week or less): paid sick leave
Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. We provide incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

We maximize the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and we’re considered an essential part of the nonprofit sector infrastructure in Southern California.

Since inception, Charitable Ventures has fiscally sponsored more than 62 Projects that address a wide array of social issues.

In 2020, Charitable Ventures anticipates sponsoring more than 35 active projects on track to raise between $14 and $16 million in revenue.

Project Kinship is fiscally sponsored by Charitable Ventures. The mission of Project Kinship is to provide support and training to lives impacted by incarceration, gangs and violence through hope, healing and transformation.

Applications: Please send cover letter and resume to aaron@projectkinship.org

Charitable Ventures is committed to the principle of equal employment opportunity.