



## SENIOR ACCOUNTANT JOB ANNOUNCEMENT

TITLE	Senior Accountant
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Controller
LOCATION	Santa Ana, California

**Job Summary** The primary role of the Senior Accountant is the support of all aspects of day to day activity as well as monthly and as needed reported for community projects assigned. Working closely with the Controller and Director of Finance, the Senior Accountant supports smooth financial operations and to prepare all financial components of the fiscal sponsorship platform. The Senior Accountant ensures that all income and expenses are recorded in compliance with State and Federal guidelines, laws, and regulations.

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

**Education:** Bachelor's degree in business or related field (can be substituted with an additional 2 years of related experience with nonprofits)

**Experience:** Three (3) years' experience working in accounting position, Non-profit Audit & Accounting experience greatly preferred

**Core Competencies:** To perform the job successfully, an individual should demonstrate a high level of skill in the following areas:

- Strong command of QuickBooks Enterprise
- High proficiency with MS Excel and computer skill
- Solid understanding of generally accepted accounting principles
- Attention to detail and good record-keeping skills
- Strong organizational skills and ability to prioritize projects to meet tight deadlines
- Verbal and Written Communication
- Grant management experience preferred
- Financial reporting accuracy

**Desired Characteristics:** Ability to communicate clearly finance and accounting information to non-business or operations focused members of the team. This role requires a keen eye for detail and a



willingness to dive into complex problems; high level of organization; manages time well: willing to learn; adaptable; creative and trustworthy.

**Compensation** \$60,000 annual salary

### **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. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

**Applications:** Please send cover letter and resume to [HR@charitableventuresoc.org](mailto:HR@charitableventuresoc.org).

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