



Accounting Manager- Project Kinship JOB ANNOUNCEMENT

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

Job Summary The primary role of the Accounting Manager is the creation of financial transactions and the preparation of various financial documents. Working closely with the Director of Operations, the Accounting Manager supports smooth financial operations and the preparation of all financial components of the agency. The Accounting Manager ensures that all income and expenses are recorded in compliance with State and Federal guidelines, laws, and regulations.

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.

Compensation Commensurate with experience, education, and market (\$65,000 – \$70,000 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.

Applications: Please send cover letter and resume to HR@charitableventuresoc.org.

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