



## CONTROLLER JOB ANNOUNCEMENT

TITLE	Controller
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Finance
LOCATION	Santa Ana, California (blended on-site and remote work offered temporarily due to COVID-19)

**Job Summary** Impact lives one balance sheet at a time. Sound exciting? Then have we got an opportunity for you! At Charitable Ventures, we understand complex social issues- and we're not afraid to tackle them head on. We provide a safe and supportive environment for community leaders and innovators to take risks and test ideas, partnering with them to launch and sustain efforts that effect long-lasting system change.

Charitable Ventures is seeking a strong accountant with a passion for numbers and a heart for social impact. In this leadership role you will help our growing organization build a dynamic accounting and finance team, in order for Charitable Ventures to continue to support and empower non-profit community leaders and organizations to achieve their mission of impacting Orange County and beyond. As an experienced accountant, the Controller will oversee the finance team and work alongside all levels of the organization, including the amazing and passionate non-profit leaders that call Charitable Ventures home. The ideal candidate will have proven non-profit accounting experience, preferably in a senior role and have the ability to learn and adapt quickly – we move fast and impact big! As a strong communicator and skilled accountant, the mission of this position will be to ensure complete and accurate financial statements and other data, as well as assist in streamlining our budgeting, payroll, and financial reporting processes. The Controller will produce thorough financial-status reports for senior management to help improve operational efficiency and aid in continued growth.

Team members at Charitable Ventures live out our core beliefs in their daily work: commitment, community engagement, diversity, fiscal accountability, honesty, humility, inclusivity, risk and transparency. If the idea of being a social impact hero appeals to you we'd love meet you and share more about our mission and this exciting opportunity.

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

**Education:** Bachelor's degree in business, accounting or related field required.



**Experience:** Ten + year's proven accounting experience required; professional accounting certification required, including CMA, CGA, or CA. Five+ years' experience as a senior-level accounting or finance manager preferred; payroll experience with a focus on streamlining accounting processes preferred; history of financial project management preferred; working knowledge of non-profit compliance regulations and reporting and grant management preferred; CPA highly preferred; experience with multi-entity accounting preferred.

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

- Knowledge of QuickBooks Enterprise
- Knowledge of Microsoft Excel
- Strong verbal and written communication
- Non-profit Audit and Accounting experience greatly preferred

**Desired Characteristics:** Ability to answer tough questions and manage others; comfortable meeting with auditors and advisors; ability to stay organized when focus is pulled in many directions; ability to relay difficult and dense information to management in a precise and easy-to-understand way; good communicator who can provide management and projects with valuable analysis and opinions on financial topics; ability to work well as a team, negotiate successfully and solve conflicts.

**Compensation** \$70,000 to \$80,000 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. 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 sponsored 38 active projects and raised more than \$35 million, including COVID related grant relief funds.

**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.*