



## STAFF ACCOUNTANT JOB ANNOUNCEMENT

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

**Job Summary** The primary role of the Staff Accountant is the creation of financial transactions and the preparation of various financial documents. As an integral member of the Accounting Department, the Staff Accountant prepares key financial components of the organization and supported entities and ensures efficient and accurate financial operations. The Staff Accountant also 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:** Degree in Accounting or related field (can be substituted with an additional two (2) years of related experience with nonprofits)

**Experience:** 1 year of accounting/auditing experience preferred, 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 accounting knowledge
- High proficiency with MS Excel and computer skill
- Grant management experience preferred
- Strong command of QuickBooks Enterprise
- 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

**Compensation** \$22 per hour

### 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 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.*