



SENIOR ACCOUNTANT, PAYROLL SPECIALIST JOB ANNOUNCEMENT

TITLE	Senior Accountant, Payroll Specialist
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Finance Manager
LOCATION	Santa Ana, California (Hybrid Schedule- 2 days remote/3 days on-site)

Who is Charitable Ventures?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

Do you have a passion for providing exceptional accounting and payroll support to a nonprofit organization that supports social change?

If so, your passions align with the Charitable Ventures mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Be responsible to run semi-monthly finance processes to ensure accurate and timely payroll processing?
- Work closely with the Finance Manager to maximize payroll efficiency through innovative process developments?
- Train and support nonprofit project leaders?
- Coordinate activities related to external audits?
- Control accounts payable items related to payroll?
- Support the critical work of the social sector?
- Work with like-minded people?

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.



Job Summary

The primary role of the Senior Accountant is to manage payroll activities for Charitable Ventures and the Sponsored Projects that include, but are not limited to: run payroll process, understand the cost allocation principles, budgets and grant compliance guidance, support of all aspects of day to day payroll activities as well as monthly and as needed reported for community projects assigned. Working closely with the Finance Manager, 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.

What are the desired qualifications?

Education:

Bachelor's degree in business, accounting or related field (can be substituted with an additional 2 years of related experience in nonprofit sector).

Experience:

Five plus years proven payroll and accounting experience, working knowledge of nonprofit compliance regulations and reporting, and grant management.

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

- Strong command of QuickBooks Desktop Enterprise
- High proficiency with MS Excel and computer skills
- Solid understanding of Generally Accepted Accounting Principles
- Attention to detail and good record-keeping skills to ensure accurate financial reporting
- Strong organizational skills and ability to prioritize projects to meet tight deadlines
- Verbal and Written Communication
- Grant management experience preferred.

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 Commensurate with experience, education, and market (\$60,000-\$70,000 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
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

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.

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.