



PROJECT KINSHIP- SENIOR ACCOUNTANT JOB ANNOUNCEMENT

TITLE	Project Kinship Senior Accountant
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Operations
LOCATION	Santa Ana, California (on-site)

Who is Charitable Ventures and who is Project Kinship?

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.

Fiscally sponsored by Charitable Ventures, the mission of Project Kinship is to provide support and training to lives impacted by incarceration, gangs, and violence through hope, healing and transformation. Since its founding in 2014, Project Kinship has experienced significant growth as an organization and is now providing support for re-entry to schools and the workforce.

Do you have a passion for providing exceptional accounting support to a dynamic and impactful nonprofit organization?

If so, your passions align with the Charitable Ventures/Project Kinship 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:

- Manage all day-to-day accounting processes?
- Support budgeting?
- Process payroll and benefit expenditures?
- Serve as fiscal liaison between the funders and program leadership?
- 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

Working closely with the Director of Operations, the Senior Accountant supports smooth financial operations and the preparation of all financial components of the agency including monthly invoicing, reporting, financial compliance, and planning. 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:

Minimum Associate's degree in business administration, accounting, or related field preferred.

Experience:

- 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 - \$78,000 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
- **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 aaron@projectkinship.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.