



## ACCOUNTING MANAGER JOB ANNOUNCEMENT

TITLE	Accounting Manager
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Finance
LOCATION	Santa Ana, California (Hybrid Schedule- 2 days remote/3 days on-site) 1505 E. 17th Street, Suite 101   Santa Ana, CA 92705

### 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 driving social change and building thriving communities through providing professional accounting guidance and support to nonprofit leaders?

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:

- Provide expert guidance, training, and consulting services to nonprofit leaders?
- Manage day-to-day and month-end accounting processes?
- Mentor and develop a team of accounting professionals?
- Support the critical work of the social sector?

**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 Accounting Manager is the creation of financial transactions and the preparation of various financial documents. Working closely with the Director of Finance, the Accounting Manager supports smooth financial operations and preparation of all financial components of the fiscal sponsorship platform. The Accounting Manager ensures that all income and expenses are recorded in compliance with State and Federal guidelines, laws, and regulations.

## **What the Accounting Manager does**

- Provide financial oversight across all fiscal sponsorship projects
- Manage all day-to-day accounting processes as well as all month-end close procedures including AR, AP, bank reconciliation, and posting journal entries.
- Generate and distribute monthly and/or quarterly financial reports for all projects
- Enforce internal controls and implement consistent accounting policies, practices, and procedures
- Issue 1099s annually for sponsored projects
- Manage fund accounting and issue final grant reports on time
- Coordinate the annual budget process and prepare budgets for all sponsored projects
- Participate in the annual financial audit and provide support for all other audits as necessary
- Assist with the preparation of Board and Finance Committee material
- Develop trainings and/or collateral to support projects
- Maintain accounting documents and records, ensuring all files are up to date
- Establish and manage processes to ensure effective organizational collaboration of accounting resources
- Communicate with projects to ensure project directives and foster positive working relationships

## **What are the desired qualifications?**

### **Experience:**

- 10+ years' proven accounting experience required
- 5+ years' experience as a senior-level accounting and finance manager required
- Three (3) years' experience working in non-profit audit & accounting experience preferred

### **Education:**

- Bachelor's degree in business or related field
- Professional accounting certification preferred, including CPA, CMA, CGA, or CA



**Compensation** Commensurate with experience, education, and market (\$75,000 to \$85,000 per year)

### **Benefits**

- Professional development opportunities
- 401(k) voluntary employee contribution
- Health insurance (medical, dental, vision); paid time off; company-wide holidays
- Qualify for Federal Student Loan Forgiveness
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

**Applications:** Please send cover letter and resume to [HR@charitableventuresoc.org](mailto:HR@charitableventuresoc.org).

### **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.

**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!**

*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.*