



DIRECTOR OF FINANCE JOB ANNOUNCEMENT

TITLE	Director of Finance
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Chief Financial Officer
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 leadership to the accounting team at a thriving nonprofit organization?

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:

- Support the critical work of the social sector?
- Work with like-minded people?
- Establish and maintain financial and accounting policies and procedures to ensure compliance, accuracy, and fiscal responsibility for internal (core) CV and all projects.
- Direct the Finance Department in all accounting processes and ensure adherence with GAAP standards
- Ensure the accuracy and data integrity of monthly and/or quarterly financial reports, combined Financial Position and Activity reports and grant reports for CV and all projects



- Oversee the preparation and accuracy of local, state, and federal business and tax filings
- Prepare short and long-term financial forecasts and maintain organizational awareness of financial condition across Board Finance Committee and Executive Management.
- Develop trainings and/or collateral to support projects
- Coordinate annual budget process for CV and all projects and compile all budget data into combined statement for Board, Finance Committee and Executive Management review
- Prepare for and participate in annual audit performed by outside CPA firm as well as other regulatory audits
- Maintain awareness of local, State and Federal laws and direct appropriate action to maintain compliance

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 Director of Finance is to oversee all financial components of the organization, and to establish financial policies, procedures, controls, and reporting systems that support smooth and accurate financial operations. The Director of Finance ensures that all income and expenses are recorded in compliance with State and Federal guidelines, laws, and regulations. The Director of Finance will be responsible to keep an eye towards departmental vision, strategy and profitability, within an organizational context. This role requires supervision of a dynamic team that includes external partners and internal staff with varying levels of expertise.

What are the desired qualifications?

Education:

- Bachelor of Arts in accounting, finance, or related field required
- Master of Arts degree accounting, finance, or related field or CPA preferred



Experience:

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- Seven (7) to ten (10) years of senior level accounting experience required
- Nonprofit accounting experience preferred
- Five (5) or more years of supervisory experience required

Core Competencies:

- Strong command of QuickBooks Enterprise and Sage Intacct
- High proficiency with MS Excel and computer skill
- Solid understanding of generally accepted accounting principles
- Verbal and Written Communication
- Working knowledge of non-profit compliance regulations and reporting
- Non-profit Audit & Accounting knowledge and experience preferred
- Grant / contract management and fund accounting experience
- Understanding and experience of multi-company accounting and intercompany transactions
- Understanding and experience of payroll with a focus on streamlining accounting processes

Desired Characteristics:

- Ability to communicate clearly finance and accounting information to non-business or operations focused members of the team
- Attention to detail and good record-keeping skills
- Strong organizational skills and ability to prioritize projects to meet tight deadlines

Compensation Commensurate with experience, education, and market (\$115,000 - \$125,000 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.