



## SENIOR ACCOUNTANT JOB ANNOUNCEMENT

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| TITLE       | Senior Accountant   |
| 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 helping manage accounting activities for new and emerging nonprofits, community projects and foundations?**

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:

- Conduct day-to-day accounting and month-end close procedures for assigned nonprofits?
- Manage nonprofit grant records and report on budget vs actual?
- Manage bank accounts?
- Assist leadership with audits, tax reporting, 1099's and sales tax returns?
- Educate and communicate with nonprofit leadership about all finance related items?
- 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 the management of all accounting activities for the CV Sponsored Projects assigned, including but not limited to: accounts payable, accounts receivable, budgets and cost allocations, grant compliance, payroll entries, and monthly and as-needed reporting. Working closely with the Controller, the Senior Accountant supports smooth financial operations and prepares 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 nonprofit experience)

#### Experience:

Minimum 3 years of equivalent level Senior Accountant experience required; working knowledge of nonprofit audit and accounting experience preferred.

**Compensation** Commensurate with experience, education, and market (\$70,000 - \$75,000 annual)

#### 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](mailto: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.*