



Accountant

Giving Children Hope is a community-driven nonprofit that equips front line partners with resources to serve vulnerable children and families. As a faith-based partner, we provide sustainable hope through wellness programs and disaster response in collaboration with local and global communities; we do this through the gathering and giving of Medical Resources, Nutritional Foods, and Basic Needs.

Full Job Description

Reporting to the Director of Business Operations the Accountant plays a crucial role in successfully documenting and telling Giving Children Hope's financial story. You will assist the Director of Business Operations, as well as the outsourced CPA firm, with overall financial operations and reporting for the organization. Specific responsibilities include but are not limited to the following: process cash disbursements on a timely basis, process cash receipts, make cash deposits, process payroll on a semi-monthly basis via third party payroll provider and maintain personnel files, monitor gifts in kind and inventory transactions, perform the reconciliation of bank and credit card accounts, create monthly financial reports, record year end entries (depreciation, prepaids, accruals, deferrals), act as liaison to the audit team providing source documents and fulfilling other auditor requests.

The ideal candidate is able to manage multiple tasks, has strong accounting and communications skills, and enjoy working collaboratively.

Qualifications

- Minimum 3-5 years of relevant experience in accounting, finance and/or general business management, preferably with a mission-driven organization or nonprofit.
- Associate's or Bachelor's degree in Accounting, preferred, but not required.
- Comprehensive knowledge and experience managing full-cycle accounting processes as well as maintaining an organized, consistent and contemporaneous system of supporting documentation.
- An eye for detail is a must.
- Teamwork skills and adaptability are important within this role.
- Exceptional interpersonal, written and oral communication skills.
- Well-developed organizational, project management, multitasking, and problem-solving skills.
- Must be a detail-oriented self-starter; process-driven with the ability to multi-task.
- Experience in QuickBooks Desktop and/or QuickBooks Online required.

Salary: \$28.00 - \$33.00/hour, depending on experience. The position is part-time, approximately 24 hours, weekly are anticipated. Subject to change.

Please send a cover letter and resume to jobs@gchope.org to apply. Please reference the "Accountant" in the subject line. No phone calls or in-person applicants, please.

Job Type: Part-time, In-office in Buena Park