ACCOUNTING SUPERVISOR

Corporate Administration - Santa Ana. F/T, Monday – Friday, 8:00 a.m. – 5 p.m. Exempt.

Responsibilities Include:

- Daily accounting functions such as the review of the Agency-wide check runs that include mileage reimbursements, restitution payments and general Agency and program expenses.
- Review and approve the agency commercial credit card monthly bill backup documentation.
- Review, approve and post journal entries in the accounting system.
- Oversee data entry of daily cash receipts and receivables.
- Review and oversee payroll function including payroll taxes and W-2 Forms.
- Assure standard accounting procedures and principles are applied to all processes and in the development of financial information and reports Month-end Close and Reporting.
- Ensure accurate and timely month-end and year-end closes.
- Oversee general ledger accounts balances and balance sheet reconciliation.
- Responsible for overseeing timely preparation and filing of 1099s, property tax forms and corporate filing forms.
- Assist the Controller with special projects as assigned including financial analysis.
- Maintain a documented system of accounting policies and procedures.
- Identify and recommend updates to accounting processes and procedures.
- Maintain GAAP and all other accounting requirements; ensures compliance with all federal, state, and local regulations.
- Assist the Controller in preparing the Accounting Department for the annual financial audit, funder compliance audits, and IRS Form 990 Returns (and state and local forms).
- Keep accurate restricted funds tracking and ensure adequate control.
- Participate in the recruitment, supervision, training, evaluation, and discipline of direct reports.
- Facilitate professional development and training for direct reports.
- Keep Controller informed of accounting department activities and issues.
- Maintain a positive working relationships with co-workers, supervisors, and all Waymakers staff.
- Assist supervisor, co-workers, department staff, and agency employees as needed or assigned.
- Promote the best interests of Accounting Department and the agency.
- Perform other related duties as required.

Requirements Include:

- Bachelor’s degree in Accounting and 5-7 years related experience with emphasis in accounting and financial management.
- Experience in a multi-funded non-profit agency preferred.
- Experience in overseeing accounting systems and procedures, and the ability to plan, organize, direct and evaluate the work of employees.
• An in-depth knowledge of accounting, computer technology, and general business management.
• Requires excellent verbal and written communication skills, analytical ability, and interpersonal skills.
• Requires excellent computer skills in Excel and Microsoft Word.
• Valid California driver’s license, liability insurance meeting minimum state requirements, a clean driving record and a reliable automobile.

How to apply:

Send resume and cover letter by applying directly on our website: www.WaymakersOC.org or Visit our website to see our full list of employment opportunities and generous benefits package.

https://waymakersoc.org/career-paths/

Equal Opportunity Employer

Waymakers is an equal opportunity employer who is committed to and complies with all applicable federal, state, and local laws regarding recruitment and hiring. All qualified applicants are considered for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other category protected by applicable federal, state and/or local laws.