

## OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

### **Senior Accounting Manager**

In this role, under the direction of the Chief Financial Officer (“CFO”), the Sr. Accounting Manager will have a hands-on approach in order to maintain, manage, and analyze financial statements, budgets, audits, general ledger, and compliance issues for Community Action Partnership of Orange County (“CAP OC”); playing a critical part in the work and dedication of Community Action Partnership of Orange County’s initiatives. It’s leadership with a cause and the rewards are immeasurable!

## WHO WE ARE

Community Action Partnership of Orange County (CAP OC) hires professionals who support and embody the following **EPIC** values:

Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done - empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing energy and healthy living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.

We have remained true to our mission “We seek to end poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community.”

### VALUES

In addition to our EPIC values our external values are as follows:

#### **Leadership**

We are guiding critical shifts in how people think and act to address the root causes of poverty

#### **Collaboration**

We bring together all capable partners to achieve transformative results

#### **Trust**

For over 50 years, the community has counted on us to empower those in need

#### **Compassion**

We treat each person we serve respectfully and with great care

#### **Justice**

We are passionate about advocating for those living in poverty and creating equity throughout the region

### WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under the supervision of CFO, the Sr. Accounting Manager will actively participate and support the daily accounting functions and procedures to support CAP OC's financial systems.

This position is exempt status with a starting wage of \$3,269.60 bi-weekly. The work schedule will be a hybrid model of in-office and remote work.

### ROLES AND RESPONSIBILITIES

- Perform accounting procedures utilizing A/R, A/P, G/L, tax payments using Blackbaud Financial Edge accounting software.
- Maintain internal control and safeguards for receipt of revenue, costs, program budgets and actual expenditures.
- Oversee and monitor daily, weekly, monthly, quarterly and annual accounting and finance reporting, reconciliation, wire transfers, statements and tax filings.
- Oversee financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting for government, corporate and foundation grants.
- Monitor CAP OC's financial progress and changes, reporting significant budget differences to the CFO upon discovery.
- Consistently analyze financial data, create and deliver financial reports on a regular basis in an accurate and timely manner; prepare forecasts summarizing CAP OC's current and projected financial position.

- Assist CAP OC leadership in the annual budgeting and planning process; administer and review financial plans and compare to actual results with a view to identify, explain and correct variances as appropriate.
- Produce financial data for the management team upon request and to assist with other special accounting projects.
- Assist in preparing and delivering monthly Board financial reports.
- Assist the CFO annual financial and 403(b) audits by serving as the CAP OC liaison with auditors.
- Other duties as assigned

### **THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN**

- Understanding of accounting practices and procedures and how to apply the practices and procedures to daily work performed.
- Understanding of Not-for-Profit accounting practices and procedures, and preparation of reports.
- Working effectively concerning time constraints and/or multiple tasks.
- Being organized, systematic, accurate and detailed oriented. Work accurately and efficiently on a consistent basis with minimum supervision.
- Working within a team environment to accomplish job duties individually, departmentally and Agency wide.
- Demonstrating excellent interpersonal skills, a teamwork attitude, and providing direct practical accounting skills to the team.
- Using accounting software, such as Blackbaud, and being able to compose ad hoc reporting in the system.

### **IDEAL CANDIDATE MUST BE**

- Customer service oriented: Establish rapport with staff, vendors, business partners, interns, public and private agencies, and participants from culturally diverse backgrounds.
- Ethically Focused: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Inclusive: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Economic and Accounting Minded: Possess knowledge of economic and accounting principles and practices, analysis and reporting of financial data.
- Analytical: Keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting.
- Financial Translation: Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Work focused: Be detailed oriented while working accurately and efficiently on a consistent basis without assistance; have availability to work a flexible work shift, and/or remote, hybrid or office schedule as needed.
- Collaborative: Work collaboratively in a team environment both internally and externally with the capability to negotiate successful outcomes for all parties.
- Safety focused: Understand and follow all CAP OC safety protocols and practicing all safety protocols on a daily basis.

- Language skilled: Demonstrate a clear, concise and effective command of the English language in both oral and written forms.
- Mathematical: Write, compose, and complete mathematical calculations correctly and in a timely manner. Compose and compile numbers, statistical data, and obtain other information for forms, reports and presentations.
- Computer literate: Moderate to elevated level of knowledge of the Internet, Web based databases, Microsoft Office (Word, PowerPoint, Access, Outlook and Teams), and advanced level Excel knowledge, and other applications via a desktop and/or laptop computer, PC Tablet and/or Notebook, or I-Pad. Competently use a printer, projector, copier, Smart cell phone and/or other electronic devices, and 10-key capabilities. Experience with virtual communication platforms such as Teams, Zoom, and Edify. Use a variety of computer databases to ensure that client records, statistics and reports are complete.

### **EDUCATION AND EXPERIENCE**

Bachelors' degree required in Accounting, Finance, or related field. Must have at least 5-years of finance/accounting experience, and at least 2 of the 5-years performing accounting duties in a non-profit and/or government agency .

### **TRAVEL**

Possess a valid California Driver's License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

Typically, travel is required throughout Orange County, and occasionally to other areas as needed, during the business day using the incumbent's personal vehicle. Possible travel during evening hours and/or possible out-of-the-area may be required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, stand, kneel, sit, twist, turn, walk, bend at the waist, talk and hear, vision abilities include close vision, distance vision, color vision, ability to adjust focus, prolong manual dexterity of wrist and fingers, and prolong computer work. Employee will experience prolong periods of both sitting and/or standing. Work is performed in an office environment. The employee must regularly lift and/or move objects up to thirty (30) pounds.

### **HOW TO APPLY**

Please Apply at Community Action Partnership of Orange County's website at [www.capoc.org](http://www.capoc.org).



### MEDICAL EXAMINATION AND BACKGROUND CHECK

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a pre-employment physical, drug screen, Live Scan and background check which includes a credit check due to this position interfacing with financial institutions and funding sources. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### THE PROMISE OF COMMUNITY ACTION

Community Action changes peoples' lives, embodies the spirit of hope, improves communities, and a makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

