



STAFF ACCOUNTANT JOB ANNOUNCEMENT

TITLE	Staff Accountant
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Accounting Manager
LOCATION	Santa Ana, California (Hybrid Schedule- 2 days remote/3 days on-site) 1505 E. 17th Street, Suite 101 Santa Ana, CA 92705

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 driving social change and building thriving communities through providing professional accounting guidance and support to nonprofit leaders?

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:

- Provide expert guidance, training, and consulting services to nonprofit leaders?
- Manage day-to-day and month-end accounting processes?
- Ensure all state and federal regulations are followed?
- Support the critical work of the social sector?

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 Staff Accountant is the support of all aspects of day-to-day activity as well as monthly and as needed reported for community projects assigned. As an integral member of the Finance Department, the Staff Accountant supports smooth financial operations and prepares key financial components of the fiscal sponsorship platform. The Staff Accountant ensures that all income and expenses are recorded in compliance with State and Federal guidelines, laws, and regulations.

What the Staff Accountant does

- Record day-to-day accounting transactions as well as all follow month-end close procedures including AR, AP, bank reconciliation, and posting journal entries for assigned projects
- Maintain accounting documents and records, ensuring all files are up to date
- Issuing checks to the vendors and recording payments from grantors/funders for assigned projects
- Grant / Contract management – planning, monitoring, reporting
- Perform other accounting-related tasks as directed
- Communicate with projects to ensure project directives and foster positive working relationships
- Building Relationship with projects and supporting – address all projects' needs

What are the desired qualifications?

Experience: Three (3) years of accounting/auditing experience, Non-profit Audit & Accounting experience greatly preferred

Education: Bachelor's degree in business or related field (can be substituted with an additional 2 years of related experience with nonprofits)



Compensation Commensurate with experience, education, and market (\$28.85 to \$31.25 per hour)

Benefits

- Professional development opportunities
- 401(k) voluntary employee contribution
- Health insurance (medical, dental, vision); paid time off; company-wide holidays
- Qualify for Federal Student Loan Forgiveness
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Applications: Please send cover letter and resume to HR@charitableventuresoc.org.

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.

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!

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.