



Controller JOB ANNOUNCEMENT

TITLE	Controller
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Finance
LOCATION	Newport Beach, California, Santa Ana, California, and/or Remote

Job Summary The primary role of the Controller is the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets. Working closely with the Director of Finance, the Controller supports smooth financial operations and managing the finance department. The Controller ensures that reported results comply with State and Federal guidelines, laws, and regulations.

Education/Experience Requirements Minimum requirements include:

- Five to ten years of progressive accounting experience required;
- Two years of supervision experience required;
- Strong command of QuickBooks Enterprise;
- High proficiency with MS Excel and computer skills;
- Solid understanding of generally accepted accounting principles;
- Attention to detail and good record-keeping skills;
- Strong organizational skills and ability to prioritize projects to meet tight deadlines;
- Strong verbal and written communication skills;
- Non-profit Audit & Accounting experience highly preferred;
- Bachelor's degree required; advanced degree in relevant field preferred;
- CPA designation highly preferred

Compensation \$75,000 to \$80,000 Commensurate with experience and education

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
- Part-time employees (29 hours per week or less): paid sick leave

Company Summary Charitable Ventures was launched in 2007 to encourage the growth of innovative regional nonprofits. As a nonprofit regional incubator, Charitable Ventures has fiscally sponsored more than 60 community projects and regional initiatives since inception. In 2019, Charitable Ventures anticipates sponsoring 32 active projects on track to raise between \$10 and \$12 million. In 2019,



Charitable Ventures expanded its capacity building efforts for the non-profit sector via the addition of staff and resources from The Olin Group, a regional consulting firm that has been supporting nonprofit organizations since 2002.

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

Charitable Ventures is committed to the principle of equal employment opportunity.