



STAFF ACCOUNTANT JOB ANNOUNCEMENT

TITLE	Staff Accountant
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Finance
LOCATION	Newport Beach, California and Santa Ana, California offices

Job Summary The primary role of the Staff Accountant is the creation of financial transactions and the preparation of various financial documents. As an integral member of the Accounting Department, the Staff Accountant position prepares key financial components of the organization and supported entities and ensures efficient and accurate financial operations. The Staff Accountant also ensures that all income and expenses are recorded in compliance with State and Federal guidelines, laws, and regulations.

Education/Experience Requirements Minimum requirements include:

Education: Degree in Accounting or business

Experience: 1 year of accounting/auditing experience preferred, Non-profit Audit & Accounting experience greatly preferred, Grant management experience preferred and Strong command of QuickBooks Enterprise preferred.

Core Competencies: To perform the job successfully, an individual should demonstrate a high level of skill in the following areas:

- Strong accounting concept and knowledge
- High proficiency with MS Excel and computer skill
- 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
- Verbal and Written Communication

Compensation \$22 per hour

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



Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. We provide incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

We maximize the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and we're considered an essential part of the nonprofit sector infrastructure in Southern California.

Since inception, Charitable Ventures has fiscally sponsored more than 62 Projects that address a wide array of social issues.

In 2020, Charitable Ventures anticipates sponsoring more than 35 active projects on track to raise between \$14 and \$16 million in revenue.

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

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