Community Hub de Santa Ana
Job Description

Job Title: Sr. Accountant
Supervisor: CFO and ED/Director(s)
FLSA Status: Non-Exempt
Employment Status: Full-time position with Benefits
Hourly Range: $36.00 - $42.00 ($74,880 - $87,360) starting hourly rate based on years of experience
Band Level: Senior Professional

ORGANIZATION
Community Hub de Santa Ana is a 501(c)(3) nonprofit rooted in the legacy of resident-led change. We cultivate capacity, innovation, and inclusive leadership by centering community well-being and implementing our nine Transformative Principles—Community-Driven, Systems Change at the Root, Intersectional Structures, Arts and Culture, and more—so that organizing is built from the values and experiences of Santa Ana and Orange County residents.

POSITION DESCRIPTION
The **Senior Accountant** is a key position of the finance department; is responsible for managing multiple grants and projects of Community Hub de Santa Ana Hub and as well as the incubator's budget. This is an exciting opportunity for a candidate to help elevate the accounting infrastructure of a dynamic and rapidly growing nonprofit and its function as a fiscal sponsor of social impact incubator projects.

Under the supervision of the Chief Financial Officer and Executive Director or Director(s) of the Community Hub de Santa Ana, the Sr. Accountant will be responsible for:

DUTIES AND RESPONSIBILITIES
The following are the primary responsibilities of this position (other duties may be assigned as necessary):

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. **Accounting Operations and Financial Management**
    1. Lead all aspects of day-to-day accounting operations, including accounts payable, accounts receivable, payroll, and bank reconciliations, in compliance with GAAP and organizational policies.
    2. Manage the month-end and year-end close processes, ensuring accurate and timely recording of transactions.
    3. Maintain the organization's general ledger and subsidiary ledgers for all fiscal sponsorship projects.
    4. Oversee the setup and reconciliation of multiple bank accounts and subaccounts for projects operating under fiscal sponsorship.
    5. Manage the administration of the organization's retirement plan, ensuring timely contributions and compliance with regulatory requirements.
    6. Support the Director of Operations and leadership team in cash flow management, forecasting, and maintaining financial controls.
2. **Policy, Procedures, and Internal Controls**
    1. Help maintain and strengthen the organization's accounting and financial management infrastructure, including policies, procedures, and internal controls that align with nonprofit best practices.

2. Support the ongoing review, documentation, and implementation of accounting and financial workflows to ensure efficiency, accuracy, and accountability across programs and projects.
3. Ensure that all fiscal sponsorship accounting practices meet IRS, EDD, and grant compliance requirements.
4. Collaborate with operations leadership to provide training and technical support to project staff on financial policies and procedures.

3. Budgeting and Financial Planning

1. Partner with project leads and senior staff to develop and monitor organizational, programmatic, and grant-specific budgets.
2. Maintain and update budget-to-actual reports and financial dashboards to help leadership track progress toward financial goals.
3. Provide financial analysis and recommendations to support strategic decision-making and resource allocation.
4. Support fiscal sponsorship projects in understanding their financial reports and grant budgets.

4. Compliance, Audit, and Reporting

1. Prepare accurate and timely financial statements and internal reports for leadership, board, and funders.
2. Ensure annual audit readiness by maintaining well-documented financial records and reconciliations throughout the year.
3. Coordinate with external CPA firm to provide all necessary reports, schedules, and documentation for the annual audit and IRS Form 990 filing.
4. Monitor compliance with all federal, state, and local financial regulations, as well as specific grant requirements.
5. Support internal compliance tracking for funder reporting, ensuring timely submission of required documentation and financial data.

5. Fiscal Sponsorship and Partner Support

1. Provide fiscal oversight and guidance to fiscally sponsored projects, ensuring appropriate financial management, reporting, and compliance with IRS and funder requirements.
2. Review project budgets, reimbursements, and spending reports to confirm alignment with grant guidelines and Hub policies.
3. Assist in preparing financial reports and grant compliance documentation for funders and collaborative partners.
4. Support project onboarding and training on financial processes, policies, and reporting expectations.

POSITION REQUIREMENTS

Education

- Bachelor's degree in accounting or finance and at least five years of accounting experience required.

Experience

- Minimum 5–7 years of progressive accounting experience, preferably in a nonprofit setting with fiscal sponsorship or multi-grant management.
- Preference for candidates with nonprofit accounting experience, appropriate knowledge of tax laws and related issues and regulations for 501(c)(3) organizations, including federal and state filings and sound internal controls.

Core Competencies:

- Strong knowledge of Generally Accepted Accounting Principles (GAAP).
- Proficiency in Excel, Google Suite, QuickBooks. Preference for candidates with experience with constituent relationship management software and time-tracking and expense software.
- Good written and verbal communications skills.
- Ability to handle sensitive and confidential matters with discretion.
- Ability to produce high quality work and exercise good judgment.
- Self-motivated with the ability to work well independently and in teams.

Other Qualifications:

- Clear all post offers, pre-employment background screening, and education verification.
- This is not intended to cover all aspects of your description as additional duties may be assigned.

Desired Characteristics:

- Bilingual (English/Spanish) written and verbal proficiency strongly preferred.
- Ability to work flexible hours, including evenings and weekends.
- Experience working with directly impacted communities in Orange County.

Confidential Information: Employees holding this position will have access to confidential personnel information, as well as client financial data and proprietary program design and intellectual property and, therefore, they must pay particular attention to the Client Confidentiality section of the company's Employee Handbook and adherence to Community Hub de Santa Ana confidentiality policies and an ongoing commitment to safety and trust-building in all interactions.

Physical Demands: The duties of this position require the ability to sit, stand, walk, speak, and hear regularly in the course of daily responsibilities. Frequent use of hands and fingers is necessary for typing and other computer-related tasks. The employee may occasionally need to lift and/or move items up to 10 pounds. Specific visual abilities include close vision and the ability to adjust focus. This role also requires the ability to attend in-person staff meetings, project meetings/events as part of the job's essential functions. Reasonable accommodations will be made to support individuals with disabilities in fulfilling these requirements.

Work Environment: This position operates under a hybrid work model, with flexibility for remote work combined with required in-person participation for staff meetings, project meetings/events. The role may occasionally involve travel to various locations within the community and attendance at events in outdoor settings. While performing the duties of this role, the employee may be exposed to a variety of environments, including moderate noise levels and occasional weather conditions. Reasonable accommodations will be provided to enable individuals with disabilities to perform the essential functions of the position.

How to Apply: To apply, submit a résumé and a one-page cover letter by November 19, 2025, at 5:00 PM to info@communityhubsa.org with the subject line "Sr. Accountant – [Your Name]".