

ACCOUNTING MANAGER

Location: Santa Ana, CA (Hybrid)
Reports to: Chief Executive Officer

Classification: Exempt, Full Time
Salary: \$90,000 annually

About: Project Youth OC is one of Orange County's most established youth diversion, prevention, and family support organizations. Every day, and in every role, we contribute to our mission of meeting young people at a turning point with guidance, education, and family-centered support that helps them stay connected to school, family, opportunity, and their future. By embodying our core values, we work together to serve over 1,500 youth and their families each year.

Summary: The Accounting Manager leads Project Youth OC's day-to-day accounting function and ensures the organization's financial information is accurate, timely, and useful.

This is a hands-on role responsible for the general ledger, monthly close, financial reporting, cash management, payroll accounting, accounts payable and receivable, grant accounting, audit preparation, and internal controls. The Accounting Manager supervises the part-time Accounting Clerk and works closely with the CEO, department leaders, external advisors, auditors, and the Board's Finance and Investment Committee.

The Accounting Manager will also help strengthen the organization's accounting systems and establish dependable processes that support sound decision-making, compliance, and continued organizational growth.

YOU'LL BE RESPONSIBLE FOR:

Accounting Operations and Financial Reporting

- Own the organization's day-to-day accounting function and ensure financial records are accurate, complete, and maintained in accordance with generally accepted accounting principles.
- Manage the general ledger and lead monthly and year-end close processes.
- Prepare timely financial statements, management reports, reconciliations, and supporting schedules.
- Review financial activity to ensure revenue, expenses, assets, and liabilities are properly recorded and classified, and promptly investigate and resolve discrepancies.
- Translate financial information into clear reports and explanations for CEO and organizational leaders.
- Supervise the part-time Accounting Clerk and review assigned work.

Cash, Banking, Revenue, Expenses, and Payroll

- Oversee cash management, accounts payable, accounts receivable, payroll accounting, and the recording of organizational revenue.
- Monitor cash balances and prepare cash-flow projections to ensure the organization can meet its financial obligations.
- Manage relationships with banks, lenders, investment advisors, payroll providers, and other financial partners.
- Maintain loan records and coordinate loan payments, renewals, reporting requirements, and lender requests.
- Oversee bank, investment, credit card, payroll, and other account reconciliations.
- Ensure invoices, payments, reimbursements, deposits, and payroll transactions are processed accurately and on time.
- Maintain appropriate controls over cash, electronic payments, credit cards, and organizational assets.
- Partner with Human Resources on payroll changes, benefits, and related financial activity.

Budgeting and Financial Analysis

- Coordinate the annual budgeting process in partnership with the CEO and department leaders.
- Prepare organizational and departmental budgets, forecasts, and financial projections.
- Produce regular budget-to-actual reports and explain significant variances.
- Meet with department leaders to review financial performance and support responsible budget management.
- Provide financial analysis to support staffing, program, operational, and long-term planning decisions.
- Monitor financial trends and identify emerging risks or opportunities.
- Prepare financial reports and supporting materials for the CEO, leadership team, Board, and Finance and Investment Committee.
- Support long-term financial planning, reserve management, and financial scenario development.

Grants, Audit, Compliance, and Internal Controls

- Oversee the financial management of grants, contracts, restricted contributions, and donor-designated funds.
- Ensure grant revenue and expenses are accurately recorded, tracked, and reconciled with approved budgets.
- Prepare financial reports, invoices, and supporting documentation required by funders and government agencies.
- Partner with program and development staff to support accurate grant reporting and compliance.
- Lead financial preparation for the annual audit and serve as the primary day-to-day contact for auditors.

- Support preparation of the organization's Form 990, tax filings, and other required financial reports.
- Maintain effective accounting policies, procedures, and internal controls.
- Identify weaknesses in financial systems or controls and implement practical improvements.

YOU MUST HAVE:

- Bachelor's degree in accounting, finance, business administration, or a related field.
- At least five years of progressively responsible accounting experience.
- Strong knowledge of generally accepted accounting principles and experience managing the general ledger, financial reporting, and monthly and year-end close.
- Experience with budgeting, financial analysis, cash-flow management, and annual audits.
- Proficiency with QuickBooks Online and Microsoft Excel.
- Strong attention to detail, sound judgment, and the ability to manage competing deadlines.
- The ability to identify and resolve financial issues and explain financial information clearly to people without accounting backgrounds.
- Authorization to work for any employer in the United States.

IT'S A PLUS IF YOU HAVE:

- Nonprofit accounting experience, including restricted grants or government contracts.
- Experience supervising accounting staff and strengthening financial systems or internal controls.
- Experience preparing reports for a Board or finance committee.
- Experience with Form 990 preparation and nonprofit regulatory filings.

YOU'LL BE SUCCESSFUL IF:

You create confidence in the numbers.

Your work is accurate, complete, and delivered on time. You investigate discrepancies and make sure questions are resolved rather than carried forward.

You establish dependable systems.

You create clear routines, documentation, and controls that help the accounting function operate consistently. You build processes that others can understand and follow.

You make financial information useful.

You do more than produce reports. You explain what the numbers mean, identify what needs attention, and help leaders make informed decisions.

You balance precision with practicality.

You maintain strong financial standards while understanding how the organization operates. You recommend solutions that are responsible, workable, and appropriate for Project Youth OC.

You communicate clearly and constructively.

You are approachable and responsive. You can ask difficult questions, correct errors, and reinforce financial expectations while maintaining productive working relationships.

You take ownership.

You anticipate deadlines, follow through on commitments, and raise concerns early.

You develop people and strengthen accountability.

You provide clear direction, review work carefully, and help your team grow. You hold yourself and others to a consistent standard.

You are invested in where Project Youth OC is going.

You understand that strong financial systems make the mission possible. You bring the judgment, discipline, and commitment needed to help the organization grow responsibly.

WHY CHOOSE PROJECT YOUTH OC?

You'll have a career that truly makes a difference in the lives of young people and their families. You will join a team that is committed to doing the work and challenging each other to be an organization in which everyone is respected and heard. You'll experience a culture committed to providing genuine opportunities for people to thrive. You'll receive quarterly personal and professional development opportunities. 14 paid holidays, plus a paid organizational closure in December. You'll qualify to receive comprehensive health insurance, with Project Youth OC paying 100% of premiums for medical, dental, vision, and basic life insurance, as well as a 403(b) retirement plan with a matching program.

WORK ENVIRONMENT:

Routine office environment, routine independent travel.
Occasional evening work may be required for Board meetings or events.

The environmental conditions described are representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, and required skills. The job description may be subject to change to meet the needs of the

organization. Employment with Project Youth OC is “at will,” meaning that either the employee or Project Youth OC may end employment at any time, with or without cause.