



**Job Title:** Senior Accountant  
**Reports To:** Chief Executive Officer  
**Education:** Bachelor's degree in accounting related field  
**Experience:** 4 - 6 years accounting and financial reporting experience, nonprofit experience a plus  
**Job Type:** Full time, Exempt

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### **Organization:**

Founded in 1967, **Child Guidance Center (CGC)**, an Orange County non-profit provider of mental health services for children and families, is seeking a Senior Accountant to join our dedicated team. With multiple sites located in Buena Park, Santa Ana, Fullerton and San Clemente, CGC provides a supportive and dynamic work environment. If you possess the following qualifications and want to make a meaningful difference in the lives of at-risk Orange County children and families, we encourage you to apply.

### **Job Summary:**

CGC is looking for a strong, stand-alone accountant with non-profit experience. This individual would be reporting directly to the CEO. This role includes month-end closing tasks, balance sheet reconciliation, year-end audit preparation, financial analysis and other job-related duties as assigned. This also includes preparation of journal entries, balance sheet reconciliations, general ledger account analyses.

### **Responsibilities:**

- Monitor and Maintain general ledger and manage month-end close
- Prepare and maintain general ledger analysis and balance sheet reconciliation
- Record Journal entries, analyze and ensure costs are accurately charged to programs as per approved budget
- Establish and review budgets for all government, non-government and foundation grants and prepare periodic funder reports
- Assists in the preparation of periodic financial statements, contract operating statements and other financial documents and analyses
- Submit Monthly Vouchers and Reimbursements Requests for grants and contracts
- Support program managers and directors with budget to actual analysis
- Ensure compliance with local, state, and federal contract regulations and licensing requirements
- Supervise Month End closings reviewing monthly activity for accuracy and completeness- Receipts, Accounts Payable and Receivables, Capitalization of Assets, Depreciation etc.
- Perform other accounting, financial, or administrative tasks as may be required from time to time
- Interface with outside audit firms, banks and lessors, casualty/liability insurance agents and credit card companies.

**Qualifications:**

- Education and Experience: Bachelor’s degree in Accounting and 4-6 years of accounting and financial reporting experience is required.
- Experience with Non-Profit accounting is preferred.
- Proficient in QuickBooks
- Strong knowledge of GAAP
- Proficient with the Microsoft Office Suite, including strong Excel skills
- Strong analytical, problem-solving and organization skills
- Excellent verbal, written and interpersonal communication skills
- Able to communicate with professionals at all levels
- Able to be discreet with confidential/sensitive information
- Able to work independently and take initiative
- Able to manage multiple priorities with accuracy and efficiency while meeting deadlines
- Able to adapt to changing priorities
- Detail and deadline-oriented
- A team player
- Strong work ethic

*Child Guidance Center is an Equal Opportunity Employer*

**How to Apply:**

Interested candidates should email a cover letter and resume to [nrojas@cgcinc.org](mailto:nrojas@cgcinc.org) with the subject line “Senior Accountant” for consideration.