



OPERATION JUMP START

Senior Accountant Opportunity Profile



AIDS PROJECT LOS ANGELES

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ARDENT
SEARCH COMPANY

WEINGART FOUNDATION OVERVIEW

Founded in 1951 by [Ben and Stella Weingart](#), the Weingart Foundation is a private, nonprofit grantmaking foundation that provides grants and other support designed to improve the capacity and effectiveness of nonprofit organizations delivering quality services in the areas of health, human services, and education for people and communities who face the most obstacles to opportunity.

The Weingart Foundation supports nonprofit organizations across six Southern California counties including Los Angeles, Orange, Riverside, Santa Barbara, San Bernardino, and Ventura. Over the past forty years, the Foundation has granted more than \$950 million to support a variety of Southern California social services, educational, and community programs. The Foundation maintains a Board of Directors and staff that reflects the diversity of Southern California. With assets over \$750 million, the Foundation is proud to serve the needs of Southern California.

MISSION

To build a better Southern California by supporting nonprofit organizations to more effectively serve the underserved.

To achieve this mission and advance equity, the Foundation will use many different strategies. [Read more](#)



CORE VALUES

- Treat people with dignity and respect
- Base all policy decisions on our commitment to advance social and economic equity
- Address the needs of low-income and underserved people and communities, including those whose race, gender, immigration status, disability, age, sexual orientation, or zip code has prevented them from realizing the dignities and liberties all people deserve
- Maintain a Board of Directors and staff that reflect the diversity of Southern California
- Respect and trust the work of our grantees
- Maintain responsive and flexible grantmaking
- Listen, assess, learn and improve
- Maintain openness to innovation and risk taking
- Use leverage and collaboration for greater impact
- Exercise leadership on issues of importance to the Foundation and our grantees
- Communicate with transparency

CODE OF ETHICS POLICY

The Directors, Officers and staff members of the Foundation shall avoid any situation which involves an actual or potential conflict of interest, or the appearance of a conflict of interest, between their personal interests and those of the Foundation. [Read more](#)

ORGANIZATIONAL CULTURE-THE WEINGART WAY

The Weingart way can be described as “reflecting our core values, working collaboratively, listening to our colleagues, respecting their knowledge and expertise in effort to learn and better serve their needs.”





WHAT OTHERS SAY ABOUT WORKING AT THE WEINGART FOUNDATION

“...each team member displays an attitude of courtesy and a willingness to learn...”

“...we try to limit overbearing organizational boundaries...”

“...we work shoulder to shoulder with grantees—we are committed to listening...”

“...we are socially progressive, forward thinking—compassion oriented...”

“...we are good people doing good work for good people...”

“...our program staff is a diverse group of collective thinkers—using group intelligence that emerges from collaboration...”

“...we practice complete transparency, are extremely efficient and remarkably responsive to staff and grantees alike...”

THE OPPORTUNITY

The Senior Accountant provides support to the Vice President and Treasurer in processing the monthly accounting cycle, preparing schedules for the annual audit, and handling human resources requirements. Primary responsibilities will have specific responsibilities in accounts payable, payroll and will include oversight of investments, as well as other work related to financial, regulatory and legal issues.



Key Responsibilities

Accounting

- Prepare and post journal entries
- Prepare operating and grant checks using QuickBooks
- Reconcile monthly bank and investment statements and resolve discrepancies
- Monitor Foundation's cash balances
- Prepare monthly financial statements
- Verify and process investment manager invoices
- Prepare schedules for annual audit
- Prepare reports of financial information for Board of Directors
- Maintain and prepare year-end 1099 information and documents
- Provide additional support as needed

Human Resources

- Review timesheets of nonexempt personnel
- Handle staff questions about the Foundation's insurance plans
- Maintain/update the vacation and sick time accrual schedules
- Prepares year-end W-2 information
- Provide additional support as needed

General Office

Maintains filing systems Finance and Human Resource areas
Provides support for Grants Management function
Provides additional support as needed

Ideal Qualifications and Skills

- Bachelor's degree in Accounting, Finance or related degree. MBA/CPA is a plus
- Meaningful accounting experience, typically a minimum of five to seven years, ideally within an organization having assets/revenue of \$50+ million
- Experience in grant making or nonprofits
- Experience with annual financial audits
- Highly proficient in Microsoft Excel and Intuit QuickBooks
- Exceptional written and oral communication skills
- Demonstrated ownership of team responsibilities
- Commitment to a high standard of excellence and attention to detail
- Excellent time management and organizational skills
- Ethical – will always do the right thing
- Detail oriented but sees the big picture
- High initiative – self-starter – quick study
- Goal oriented – likes to produce tangible results and exceed expectations
- Driven to improve processes and utilize technology to lower cost and improve results
- Understands and utilizes metrics to measure and improve performance
- Comfortable in a dynamic/entrepreneurial environment
- Able to convey complex information in simple, clear, actionable terms
- Experience with annual financial audits
- Demonstrated ownership of team responsibilities – works well at all levels of the organization
- Excellent time management and organizational skills
- Proven ability to work as part of a team, as well as independently, and to adapt to changing circumstances
- Ability to understand technical journals, financial reports and legal documents
- Is knowledgeable of accounting and government regulations applicable to the operations of the organization
- Ability to accept constructive criticism in a respectful, open and interactive manner



THE SEARCH AND SELECTION PROCESS

If you know someone who has an interest and meets most of the experience and motivational requirements described in this profile, please feel free to suggest that person for consideration and/or forward this information. **Please request they forward their resume and cover letter to the contact below.** Suggested names will be treated discreetly and candidates should be assured that their inquiries will be treated with the utmost confidentiality.

Our client is an equal opportunity employer and does not discriminate based on race, religion, age, color, sex, national origin, familial status, veteran status, or physical handicap.

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including our client, without their prior consent, nor will reference contacts be made until mutual interest has been established.



Ardent Search Company (an affiliate of The Dingman Company, Inc.) is a retained executive search firm devoted exclusively to serving our clients in matters of executive selection. We are a generalist firm that has served business and non-profits worldwide since 1979.



To explore this position, please contact:

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