JOB DESCRIPTION

Director of Accounting & Finance

Department: Finance
Reports To: Chief Operating Officer / Chief Human Resources Officer
FLSA Status: Exempt
Location: On-Site, Culver City, CA

Position Summary

The Director of Accounting & Finance is a hands-on, roll-up-your-sleeves accounting leader responsible for establishing and perfecting SHARE!'s financial infrastructure across multiple city, county, and state-funded programs. This position oversees all accounting functions—including general ledger management, compliance with complex government contracts, and grant reporting—while building a sustainable foundation for future growth and financial excellence.

This is not a desk-only role. SHARE! seeks a *rare professional* who thrives on both detail and design—someone methodical, persistent, and passionate about creating systems that last. The ideal candidate will have the technical expertise of a seasoned accountant, the strategic perspective of a finance leader, and the humility to "get their hands dirty" doing the work needed to build a strong foundation one deliverable at a time.

Essential Duties and Responsibilities

Accounting Leadership and Infrastructure Development

- Lead the creation and continuous improvement of SHARE!'s accounting systems, policies, and procedures to ensure flawless, audit-ready financial records.
- Manage all aspects of accounting operations including month-end and year-end closes, bank reconciliations, journal entries, and financial statement preparation.
- Develop management accounting processes that support real-time decision-making and contract compliance.
- Oversee chart of accounts structure, internal controls, and segregation of duties to meet nonprofit standards and Uniform Guidance (2 CFR Part 200).

Grants and Contract Management

- Oversee the preparation, review, and submission of all city/county/state grant invoices and financial reports (e.g., LAHSA, City of Los Angeles, Department of Mental Health).
- Monitor restricted funding allocations and ensure compliance with complex multi-funder rules and regulations.
- Collaborate with program leadership to design accurate grant budgets, amendments, and renewals.
- Serve as primary liaison for external audits and funder monitoring visits; prepare audit schedules and manage auditor relationships.

Team Development

- Supervise one to two accounting staff; mentor and train team members to improve accuracy, efficiency, and understanding of nonprofit accounting principles.
- Model patience, empathy, and mentorship consistent with SHARE!'s peer-support values—coaching staff "over and over until it catches."

Strategic Finance and Reporting

- Provide analytical insights and financial modeling to inform executive decisions.
- Prepare financial dashboards and board-level reports that connect accounting detail with organizational strategy.
- Partner with leadership to align cash flow, forecasting, and reserves planning with operational realities.

Qualifications

- Required: Bachelor's Degree in Accounting. *(Finance degrees alone are not sufficient.)*
- Preferred: Certified Management Accountant (CMA) or equivalent. *CPA candidates are welcome if their background is in management accounting rather than public accounting.*
- Minimum 10 years of professional accounting experience, including recent nonprofit experience with government contracts and grants.
- Demonstrated success in building or rebuilding accounting infrastructure and systems from the ground up.
- Proficiency in accounting software (e.g., QuickBooks, Sage Intacct) and Microsoft Excel (pivot tables, VLOOKUP, advanced reconciliation formulas).
- Deep understanding of nonprofit and fund accounting principles, including 2 CFR Part 200 compliance.
- Exceptional documentation, accuracy, and time management.
- Compassionate leadership style consistent with SHARE!'s peer-driven culture.

Work Environment and Culture Fit

SHARE! is a unique nonprofit environment where over 90% of employees have received or currently receive the services the organization provides. Success in this role requires empathy, patience, and respect for lived experience, alongside professional excellence. The Director must balance rigor and humanity—delivering structure without rigidity and maintaining compassion while ensuring accountability.

Compensation:

- Comprehensive medical, dental, and vision coverage
- 403(b) retirement plan and employer-paid life insurance
- 10 paid holidays and additional PTO

Ideal Candidate Profile

You are the rare professional who:

- Believes in perfecting one thing at a time—you finish what you start and build lasting systems.
- Is hands-on, methodical, and relentless, yet empathetic and collaborative.
- Has mastered the details of accounting while understanding the strategy of finance.
- Takes pride in teaching, mentoring, and empowering others through patience and persistence.
- Thrives in a mission-driven organization where passion and purpose matter as much as precision.