

Catholic Charities of Orange County, Inc.  
1820 East 16<sup>th</sup> Street  
Santa Ana, CA 92701

## **JOB OPENING**

### **ACCOUNTANT (NON-EXEMPT, 32-40 HRS/WEEK)**

Catholic Charities of Orange County is seeking an experienced individual to work in its Santa Ana office. Responsibilities include: preparation of contract billings; accounts receivable; accounts payable; general ledger; contract and account analysis; bank reconciliations; assisting in the preparation and recording of annual budgets, monthly financial statements and annual audit as well as maintaining accounting and contract and grants files. This position is non-exempt and is for 32-40 hours per week.

Minimum Qualifications: Bachelor's degree in business administration, major in accounting preferred, with 3+ years relevant experience; experience in a non-profit environment preferred; proficient computer skills in MS Office and Blackbaud's Financial Edge or other fund accounting software; excellent interpersonal and communication skills; and effective writing skills.

Please email resume to:  
Elena Schneider  
[eschneider@ccoc.org](mailto:eschneider@ccoc.org)