



has an opportunity for a

Financial Accountant
Corporate Office (Laguna Hills)
(Full-Time)

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

The Financial Accountant will play a critical role in supporting the financial operations of the agency by overseeing key accounting functions, including financial reporting, general ledger management, and compliance with nonprofit accounting standards. This position will be responsible for preparing accurate financial statements, managing budgets, tracking restricted funds, and ensuring compliance with grant requirements. They will also collaborate with other departments to optimize financial processes and provide actionable insights to leadership.

Responsibilities:

- **General Ledger Management:** Ensure accurate recording of all financial transactions. Reconcile key accounts, including cash, accounts receivable, accounts payable, and restricted funds. Prepare and post journal entries with proper documentation.
- **Financial Reporting and Analysis:** Produce accurate monthly, quarterly, and annual financial statements in accordance with GAAP for nonprofits. Analyze financial data to identify trends, provide insights, and support organizational decision-making. Prepare financial reports and dashboards for key stakeholders.
- **Budgeting and Forecasting:** Lead the annual budget process. Collaborate with department heads to develop annual budgets and update forecasts. Track and report budget variances and recommend corrective actions when needed.
- **Grant Accounting:** Ensure proper tracking and use of restricted funds in compliance with grant restrictions. Develop financial reports for grants and submit periodic reimbursement requests to grantors. Review expenses against grant budgets and guidelines to ensure compliance.
- **Accounts Payable & Receivable:** Oversee timely processing of invoices and payments while ensuring proper approvals. Monitor cash flow and forecast short-term liquidity.

- **Audit Support:** Provide essential support during audit periods by preparing and organizing financial documentation, ensuring all records are complete and in compliance with relevant standards.

Minimum Qualifications:

- Be a person of integrity and honesty who can well represent the mission of Western Youth Services to internal and external constituents.
- Bachelor's degree in Accounting, Finance, or related field required.
- Minimum 3-5 years of accounting experience, preferably in a nonprofit organization.
- Strong knowledge of GAAP, especially as it applies to nonprofits.
- Advanced Microsoft Excel skills (e.g., pivot tables, v-lookups).
- Strong analytical and problem-solving abilities.
- Excellent attention to detail and organizational skills.
- Effective communication skills, both written and verbal.
- Ability to work independently and as part of a team in a mission-driven environment.
- Proficient in the use of MS Office, Enterprise Resource Management systems, financial management software, and fund accounting software.

Salary: \$65,000 to \$75,000 DOE

Benefits: Comprehensive employee benefits package includes: Medical, Dental, Vision, Life Insurance, Long Term Disability and 403(b) Retirement Incentive & Savings Plan.

Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.

Western Youth Services (WYS) is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce. WYS values and promotes a culture of inclusivity and belonging, one that embraces the contributions of richly diverse disciplines and perspectives of all employees and staff.