

## **Accounting Manager**

The Milken Institute is an independent and non profit economic institution with the mission to explore and explain the dynamics of world economic growth through research, publications, and informational meetings. The Institute also evaluates the current system of medical research and development for treatments and cures of serious diseases.

**Start date:** ASAP

**Education:** Minimum B.A. Accounting, CPA preferred.

**Required experience:**

Minimum 7-10 years solid accounting experience

Automating – extensive experience in automating accounting department functions

Drafting consolidated financial statements

Transitioning to new accounting software

Budgeting – overall and departmental

Rolling cash flow projecting

Project costing and administration

Supervisory experience

**Preferred experience:**

Non profit industry background

990 tax return preparation

State charitable solicitation filings

Working knowledge of fixed assets software options, depreciation and methods for tracking fixed asset items

Payroll processing

**Benefits:**

Great team working environment

Extensive employee benefits

Stable organization

Collegial working culture

Fantastic location (Santa Monica)

**To apply:**

Please email cover letter and resume with salary history to Jeff Schatz [jschatz@milkeninstitute.org](mailto:jschatz@milkeninstitute.org). Salary history must be stated for candidates to be considered. Only local, direct candidates (no recruiters) and no phone calls please.