



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **Finance** Division! Go to our job board to apply: [job board](#)

The Senior Financial Reporting Accountant job at a glance

General Summary

Under the direction of the FR&C Manager, the Senior Financial Reporting Accountant (Sr. FRA) is responsible for preparing and reviewing complex financial reports for internal and external stakeholders, these include the CFO, Operations Strategic Team (OST), Leadership Team, funders, grantors, and government agencies. The Sr. FRA will prepare tax-related reports for CCRC's external tax team in preparation of the 990 Tax Returns and assist in analyzing situations and methods of accounting treatments specific to non-profits.

Core Benefits!

- **Hybrid** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC **covers approximately 90-100% of employee and dependent** medical and dental coverage, and **90%** vision coverage!
 - There are a variety of medical and dental plans offered.
 - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a **5% contribution** and may participate in the **match of 50% up to the 1st 7% of deferrals**
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team environment, this position will perform the following responsibilities:

Financial Reporting & Consolidation (50%)

- Prepare and review to ensure accuracy and completeness of monthly, quarterly, and annual financial report package in accordance with accounting policy and GAAP as required for VP & CFO to present to the OST,

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Leadership Team, Finance Committee, Board of Directors, and external parties in a timely and accurate fashion (e.g. bankers).

- Collaborate with CFO/VP, FR&C Manager Grants Director FP&A Director and Accounting Manager monthly to review and discuss financial package.

Financial Analysis & Recording (20%)

- Prepare and review monthly reconciliations, identifying and resolving discrepancies to ensure accurate financial reporting.
- Assist in conducting variance analysis by comparing budgeted versus actual financial performance, identifying key drivers and deviations.
- Support the preparation and recording of GAAP-compliant lease adjustments, including the calculation of right-of-use assets and lease liabilities.
- Prepare GAAP elimination adjustments for consolidation purposes and depreciation allocation for billing purposes.
- Assist in establishing month-end, quarter-end, and year-end close calendars in coordination with the GM Director and Accounting Manager to help ensure closing deadlines are met and issues are addressed promptly. Support the FR&C Manager in monitoring the month-end closing process and help keep the VP & CFO informed of emerging issues that may impact financial and tax reporting

Compliance & Regulatory Reporting (25%)

- Prepare audit schedules and complete work assigned related to annual financial audit.
- Coordinate, prepare, and review information requested by outside tax accountants for annual tax filings. Stay current and knowledgeable on accounting standards (GAAP), agency contract funding terms and conditions and guidelines or regulations that relate to responsibilities. Research technical accounting issue or topic and prepare recommendation on correct treatment and reporting of financial transactions that arise.
- Ensure compliance with legislation, federal (OMB circulars) and funding requirements and state regulations and laws. Maintain adequate record keeping for compliance.

Documentation & Reporting Standards (5%)

- Develop, document, and maintain financial reporting standards, policies, and procedures to ensure consistency, accuracy, and compliance across the organization.
- Ensure that all financial reports and statements are clearly documented and ready for internal or external review, ensuring transparency in the financial reporting process.

Non-Essential Duties And Responsibilities

- Gain general understanding of all program areas of the Child Care Resource Center (agency) to the degree which is necessary for performing main responsibilities.
- Identify and implement improvements and efficiencies to the agency's financial reporting process including continuing to learn tools available through Adaptive Insights (AI) and Workday.
- Attend, participate, and/or plan department, program, staff and other meetings as necessary.
- Work on ad-hoc projects and other duties as assigned.

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Job Specifications

Minimum Required

- Education: Bachelor's Degree with major in Accounting or related field.
- Experience: A minimum of 4 years of experience in financial reporting, consolidation, or accounting, ideally in the non-profit sector.
 - 2-3 years of preparation of financial statements including managing the consolidation of financial data across multiple entities, programs, or locations, variance analysis and funder compliance reporting.
- Strong knowledge and understanding of GAAP
- Working knowledge of FASB, OMB Circulars, nonprofit accounting principles and tax regulations and funding accounting a preference.
- Knowledge of government funding and grant reporting requirements, budgeting and non-profit audit experience a plus.
- Professional/Technical Certifications: N/A

Technical Requirements:

- Excellent computer skills including intermediate knowledge of Excel and Word; proficient in all other Microsoft Office applications (Outlook, Teams, etc.).
- Extensive experience with computerized accounting system; working knowledge of Workday and Adaptive Insights a plus.
- Understanding of internal controls and the ability to identify areas for process improvement.
 - Bilingual Required: n/a

Behavioral:

Strong and effective written and verbal communication and interpersonal skills. Ability to interface with others in an effective, open and tactful manner. Ability to establish and maintain effective, cooperative, and diplomatic working relationships with colleagues, supervisor, external contacts with funding sources, and the public. Ability to work independently with critical deadlines and competing priorities.

- Possess analytical and problem-solving skills. Attention to details essential. Ability to work under pressure on multiple projects with competing deadlines and to prioritize work effectively and apply a sense of urgency to projects.
- Strong ability to think and work independently, resourceful in researching and solving technical accounting and tax issues.
- Must be highly motivated, able to exercise discretion and good judgment, work independently, take initiative, participate as an effective team member and follow tasks through to completion.
- Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adherence technological security in accordance with Agency policy and legal requirements.
 - Travel: n/a
 - Work Schedule: Hybrid, 2-3 days week, Monday -Friday, regular business hours

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- Work environment: Office work environment; ambient temperature, noise level, indoors

Background & Health Clearance Requirements:

- Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
 - Live Scan Clearance / DOJ Fingerprinting: For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
 - Health Clearance: For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with “at risk” populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
 - MVR / DMV clearance in accordance with CCRC’s liability insurance provisions: For positions where driving is required.
 - Child Development Permit: For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
 - CPR / Pediatric CPR certification: For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
 - Federal Debarment Checks: For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)
 - COVID-19 Vaccination: Agency policy requires that all CCRC employees are fully vaccinated or have an approved medical or religious exemption.

Preferred

All minimum requirements above met, plus:

- Education: CPA preferred
- Experience with multi-entity non-profit organizations or large, complex funding structures.
- Knowledge of non-profit tax filings (e.g., Form 990) and audit preparation processes.
- Experience working with funder programs, grants, and compliance requirements.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Crawling: Moving about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching: Bending the body downward and forward by bending the leg and spine.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting: Particularly for long periods of time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation

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information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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