



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 900+ people strong and growing!

You could play a key role supporting the **Financial Planning & Analysis** Division! Go to our job board

to apply: [job board](#)

The Sr. Financial Reporting Accountant job at a glance

General Summary

Under the direction of the CFO/VP, the Senior Financial Reporting Accountant (Sr. FRA) will prepare and review advanced and complex financial reports for distribution to internal and external customers, including CFO, Operations Strategic Team (OST), Leadership Team, funders, grantors, and government agencies. The Sr. FRA will also prepare tax related reports for CCRC's external tax team in preparation of the 990 Tax Returns.

Core Benefits!

- **Remote** 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, including 5 medical plans of Kaiser HMO, 3 different Blue Shield HMOs, and a PPO, and Dental HMO or PPO
- **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:

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- **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, Leadership Team, Finance Committee, Board of Directors, and external parties in a timely and accurate fashion (e.g. bankers).
 - Meet with CFO/VP, Grants Manager and Accounting Manager monthly to review and discuss financial package.
 - Work with FRA, Grants Manager, Accounting Manager, Program Department and other Finance staff in researching, reconciling, and explaining general ledger balances. Provide recommendations to staff where necessary to ensure adequate support exists for month-end general ledger balances for financial reporting. Communicate and present issues and solutions/recommendations in a clear and concise manner across all levels of staff.
- **15%** - Perform monthly reconciliations for the financial reporting package; apply technical knowledge and judgement to ensure accuracy of accounts and timely resolution of reconciling items as required. Analyze data to determine and explain variances and performance drivers to create variance analysis reports.
- **5%** - Establish month-end close calendar with input from Grants Manager and Accounting Manager to ensure closing deadlines are met and issues are timely resolved. Work with FRA, and Financial Reporting Systems Analyst in monitoring month end close. Keep the VP & CFO informed of emerging issues relating to monthly close processes that impact financial & tax reporting. 5%
- **15%** - Prepare audit schedules and complete work assigned related to annual financial audit.
- **10%** - Coordinate, prepare, and review information requested by outside tax accountants for annual tax filings.
- **5%** - Develop and propose financial policy and procedures where necessary in support of best practices for monthly financial close and reporting.

Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- 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.
- 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.

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- Attend, participate, and/or plan department, program, staff and other meetings as necessary.
- Work on ad-hoc projects and other duties as assigned.

Job Specifications

Minimum Required

- **Education:** Bachelor's Degree with major in Accounting or related field.
- **Experience:** A minimum of 5 years work experience in accounting or finance. Two of the five years must be in preparation of financial statements. Strong knowledge of GAAP, OMB Circulars, and nonprofit tax regulations required. Knowledge of government funding grant reporting requirements, budgeting, and nonprofit audit experience a plus.
- **Professional/Technical Certifications:** N/A
- **Technical Requirements:**
 - Strong 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.
- **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:** Full time, typically M-F, regular business hours
- **Work environment:** Office work environment; ambient temperature, noise level, indoors
- **Background & Health Clearance Requirements:** n/a
- **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.

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.	☒	☐	☐	☐	☐
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.	☒	☐	☐	☐	☐
Crawling: Moving about on hands and knees.	☒	☐	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☒	☐	☐	☐	☐
Driving: A car, truck, forklift or other types of moving equipment.	☒	☐	☐	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	☒	☐	☐	☐	☐
Grasping: Applying pressure to an object with the fingers.	☒	☐	☐	☐	☐
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.	☐	☐	☐	☐	☒
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	☒	☐	☐	☐	☐
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.	☒	☐	☐	☐	☐
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.	☒	☐	☐	☐	☐
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.	☒	☐	☐	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☒	☐	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☐	☐	☐	☐	☒
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	☐	☐	☐	☒
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☒	☐	☐	☐	☐

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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
Sitting: Particularly for long periods of time.	☒	☐	☐	☐	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☐	☐	☒	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☐	☒	☐	☐	☐
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.	☐	☐	☐	☐	☒
Twisting: Turning from right to left at the waist.	☐	☒	☐	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☒	☐	☐	☐	☐
Walking: Moving about on feet to accomplish tasks.	☒	☐	☐	☐	☐

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 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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