



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 **Finance** Division! Go to our job board to apply: [job board](#)

The Sr. Grant Accountant job at a glance

General Summary

Under the direction of the Grants Management (GM) Supervisor, will be responsible for preparing financial reports and providing analysis for more complex assignments to internal and external customers, including: CFO, management staff, funders, grantors, and government agencies. Assist with daily activities and special projects of the Grants Management Department.

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:

- Perform variance analysis and projections of assigned contracts; challenge and understand financial information so that issues are resolved and financial results are properly recorded and presented. Present results to GM Supervisor, GM Manager, Program Staff, and other management as requested. 15%

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- Preparation of monthly, quarterly, annual reports to funder. This includes invoices, financials statements, and other supporting documentation related to the reports that are requested; 15%
- Develop and maintain reports in AI as required to manage grants assigned; work with GM Supervisor and FP&A for grants assigned; 10%
- Assist with reviewing and approving GM staff JVs, ARBs, ARMs, and other adjusting entries. Prepare JVs, ARBs, ARMs for grants assigned. Exercise sound judgment in reviewing general ledger transactions to ensure accuracy. Monitor through grant closeout. Make corrections and give guidance should errors occur 10%
- Assist GM Supervisor in providing guidance and support to Grant Accountants through cross-departmental trainings. Assist with leading cross-functional teams. 10%
- Assist with designing and implementing procedures to improve efficiency for the department. Ensure all documentation complies with company regulations, professional standards, and GAAP reporting guidelines. 5%
- Assist with reviewing and approving distribution codes and cost allocation changes. Propose distribution code changes/ updates as deemed necessary. Assist with overall Cost Allocation Plan maintenance; 5%
- Assist with funder inquiries by fielding questions, concerns, requests, etc. for team assigned. Work with GM Supervisor and Grant Management staff ensuring Program Management needs are met; 5%
- Prepare budgets for annual refunding applications for grants assigned. Work closely with GM Supervisor and program management to complete. Update AI funder approved budgets module and ensure proper inclusion with Agency annual budget; 5%
- Gain general understanding of funding/ grants not assigned to the degree which helps managing the success of grants assigned; 5%
- Perform grant close-out functions required by grant/ contractor assigned. Includes reconciliations, financial status reports, final invoices, monitoring year-end liquidations, zeroing out budgets, and financial reporting; 5%
- Assist with funder and annual audits for grants assigned; 5%
- Ad hoc and other research projects as assigned; 5%

Non-Essential Duties And Responsibilities

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

- Prepare audit schedules for annual financial audit and audits by funders/grantors as assigned.
- Ensure compliance with legislation, federal and state regulations and laws. Maintain adequate record keeping and ensure timely and accurate reporting of program to federal and state authorities.
- Identify and implement improvements and efficiencies to our internal and external Grants Management process.
- Stay current and knowledgeable on accounting standards, agency contract funding terms and conditions and guidelines or regulations that relate to responsibilities. Responsible for compliance with applicable OMB circulars and funding requirements.

- Attend, participate, and/or plan department, program, staff and other meetings as necessary.
- Act as back up for other staff members in the department.
- Complete other related duties as assigned.

Job Specifications

Minimum Required

- **Education:** Bachelor's degree in accounting or finance, or a Bachelor's degree in business with an emphasis in accounting or finance, required.
- **Experience:** 6+ years' work experience in Accounting or Finance specifically with preparation of financial statements; working knowledge of Generally Accepted Accounting Principles.
- **Professional/Technical Certifications:** n/a
- **Technical Requirements:**
 - Strong computer skills, including intermediate knowledge of Excel and Word desired; working knowledge of all other Microsoft Office applications (Outlook, etc.) a plus. Extensive experience with computerized accounting system.
- **Bilingual Required:** n/a
- **Behavioral:**
 - Strong and effective written and verbal communication and interpersonal skills. Demonstrated ability to interface with others in an effective, open and tactful manner. Demonstrated ability to establish and maintain effective, cooperative, and diplomatic working relationships with colleagues, supervisor, external contacts with funding sources, and the public.
 - Strong analytical and problem solving skills. Attention to details essential. Demonstrated ability to work under pressure on multiple projects with competing deadlines and to prioritize work effectively and apply a sense of urgency to projects. Must be highly motivated, able to exercise discretion and sound judgment when making decisions, work independently, take initiative, participate as an effective team member and follow tasks through to completion.
- **Travel:** This position requires travel. Staff may choose any mode of transportation (driving, walking, bicycling, carpooling, etc.) to arrive to and depart from the location where attendance is required. Should a staff member choose to drive on behalf of CCRC, the staff member must become an approved driver with CCRC prior to driving on behalf of CCRC. Approved drivers driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and receiving DMV clearance.
- **Work Schedule:** Full time, typically M-F, regular business hours
- **Work environment:** Office work environment; ambient temperature, noise level, indoors
- **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)

Preferred

All minimum requirements above met, plus:

- **Experience:** Strong preference for knowledge of government funding grant reporting requirements, budgeting, OMB Circulars, and nonprofit experience. Previous audit experience a plus.
- **Technical Requirements** – In addition to above (list specifics):
 - working knowledge of Abila (previously SAGE/ MIP) Fund Accounting a plus. Working knowledge of Adaptive Insights (Budgeting Software) a plus.

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"/>
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"/>

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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
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input checked="" 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 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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