



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

The Accounts Payable Specialist job at a glance

General Summary

Under the direction of the Accounts Payable Supervisor, the Accounts Payable Specialist position is responsible for processing timely and accurate payments to vendors and providers, maintaining files, reconciling payments, and researching and responding to any inquiries.

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:

- Encode check requests, invoices, credit card reconciliations, employee business and mileage reimbursement check requests into MIP accounting software. 25%
- Add/encode new vendors when necessary or required. Daily review of vendor set-ups, records, and direct deposit data entry. 10%
- Print vendor checks with accompanying reports; maintains and updates any corresponding filing. 10%

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- Review all company credit card reconciliations and check requests for accuracy, policy compliance, completeness and required supporting documentation. 30%
- Match invoices against purchase orders and packing slips. Review invoices for completeness, accuracy, and policy compliance. 5%
- Communicate and follow up with vendors, departments, and employees regarding any pending issues related to purchase orders, check requests, employee reimbursements, provider payments, corporate credit cards and fuel cards as needed. 10%
- Provide assistance with yearly audit, sales tax, and unclaimed property reporting. 10%

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. Assist auditors as needed.
- Identify and implement improvements and efficiencies to our internal processes.
- Perform research and analysis on projects as requested by the Accounting Supervisor, Accounting Manager, or CFO.
- Enhance professional growth and development through participation in educational programs, current literature, in service meetings, and workshops.
- Attend, participate, and/or plan department, program, staff and other meetings as necessary.
- Act as back up for other Accounts Payable coordinators in the department.
- Complete other related duties as assigned.

Job Specifications

Minimum Required

- **Education:** Associate Degree in Accounting or Business with at least (6) units in Accounting with at least two years of accounts payable or accounting clerk experience OR Bachelor's Degree in Accounting with at least one year of experience in an Accounting role.
- **Experience:** n/a
- **Professional/Technical Certifications:** n/a
- **Technical Requirements:**
 - Strong computer skills, including basic knowledge of Excel and Word; proficient in all other Microsoft Office applications (Outlook, etc.). Experience with computerized accounting system; working knowledge of SAGE (previously MIP) 100 Fund accounting a plus.
- **Bilingual Required:** n/a
- **Behavioral:**
 - Strong and effective written and verbal communication and interpersonal skills. Able 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, supervisors, external contacts with funding sources, and the public.
 - Strong analytical and problem solving skills. Attention to details and strong organizational skills essential. Demonstrates 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 good judgment, work independently, take initiative, participate as an effective team member and follow tasks through to completion.
- **Travel:** n/a

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- **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)

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.	☒	☐	☐	☐	☐

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.	☒	☐	☐	☐	☐
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.	☐	☐	☐	☐	☒
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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